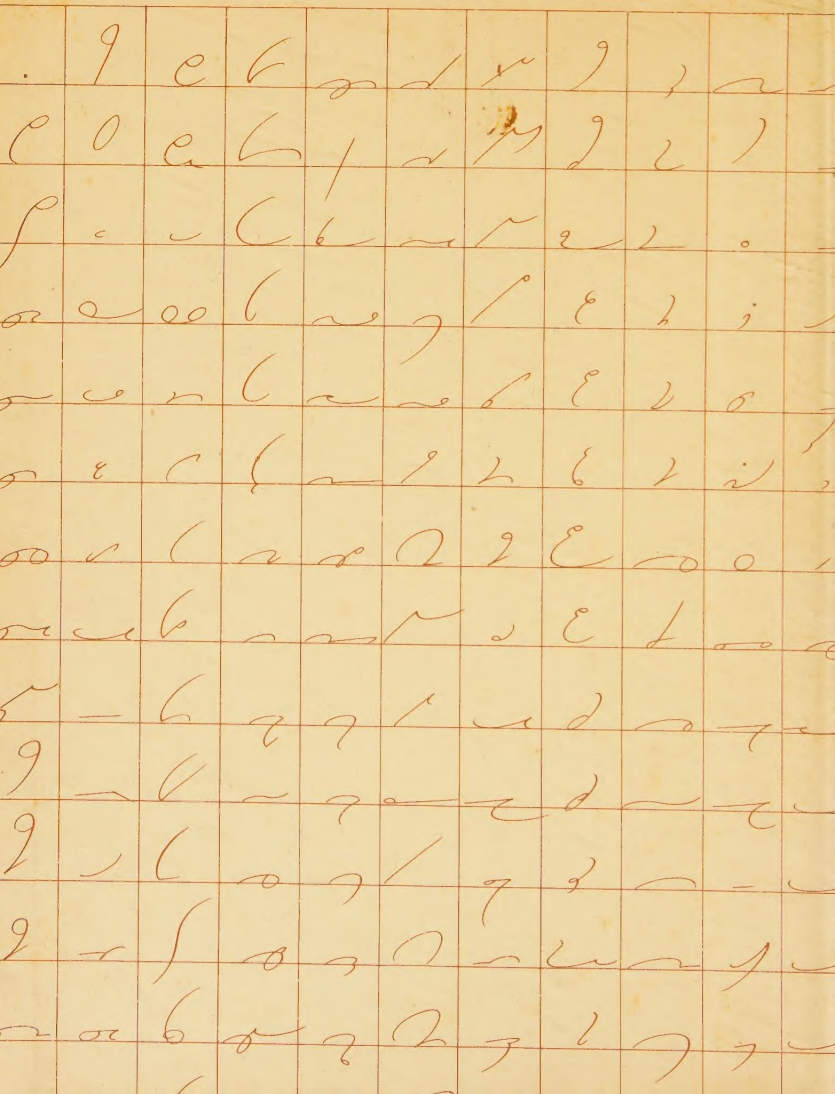


# GREGG SHORTHAND

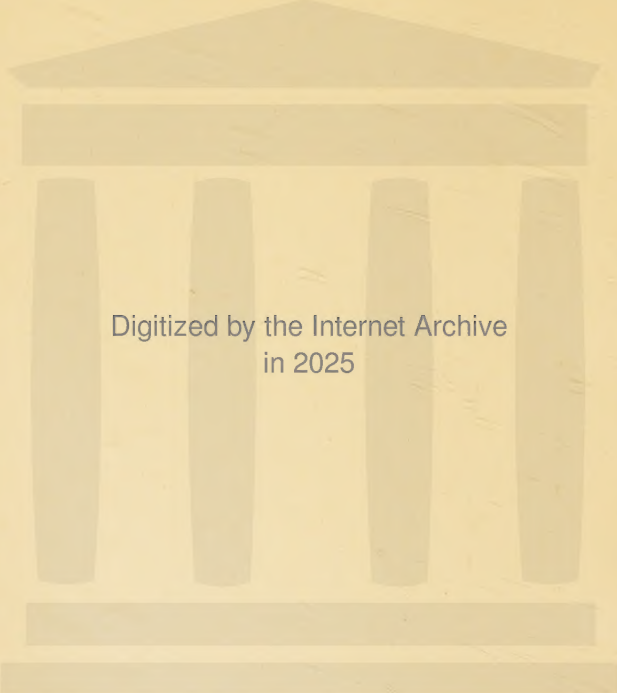


ANNIVERSARY EDITION

## CHART OF BRIEF FORMS



7	7	ℓ	f	e	e	ℓ	o	ℓ	
o	2	✓	ℓ	e	q	ℓ	h	r	ℓ
6	7	✓	ℓ	e	e	ℓ	1	ℓ	o
ℓ	e	r	q	e	r	1	1	1	o
o	o	✓	q	r	1	1	r	e	o
✓	✓	ℓ	ℓ	ℓ	1	1	1	o	o
✓	✓	ℓ	ℓ	q	e	r	o	ℓ	o
✓	ℓ	ℓ	q	o	q	1	1	o	o
✓	ℓ	ℓ	q	o	1	q	1	1	o
✓	q	ℓ	ℓ	e	✓	r	1	q	o
✓	✓	ℓ	ℓ	e	o	1	o	o	1
o	q	ℓ	o	q	q	o	1	q	o
o	q	o	h	q	o	1	o	1	o
o	2	ℓ	q	q	o	1	o	o	o
o	q	ℓ	o	o	o	o	o	o	o



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# GREGG SHORTHAND

A LIGHT-LINE  
PHONOGRAPHY  
*for the* MILLION

*By*  
JOHN ROBERT GREGG, S.C.D.

*Anniversary Edition*

THE GREGG PUBLISHING COMPANY

NEW YORK

CHICAGO

BOSTON

SAN FRANCISCO

TORONTO

LONDON

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Sept. 1945 - NP-50



## P R E F A C E

Anyone who examines the Shorthand textbooks of the last three centuries will be impressed with the fact that they have reflected the uses to which shorthand was put at the time the books were written.

The pedagogy of shorthand has changed as radically as the content of the textbooks. Up to the time Gregg Shorthand was introduced, the conventional pedagogy was to teach the theory of a system as a whole before attempting to apply the theory in the actual writing of connected matter. While the system would undoubtedly have made its way into public favor by its own inherent strength, we believe that its success and progress throughout the world have been hastened enormously by the teachability of its textbooks.

In keeping with the progress in business and in education, the Gregg Manual was revised in 1893, 1901, and 1916, this latter edition being the one used at present. Each revision marked a step forward in simplifying and popularizing the study of shorthand. Each revision has placed increasing emphasis upon the desirability of teaching shorthand as a *skill subject* from the beginning and throughout the entire course. This method enables the teacher to direct the maximum of effort toward the training of the student in actual facility in writing and the minimum of effort to expositions of rules and principles.

When it became known that a revision of the Manual was in preparation, hundreds of protests were received from teachers. Many of them declared emphatically that the 1916 edition was entirely adequate. A great many said that they "love it" (this expression occurs again and again in their letters) and that they "know it by heart." The sentiments expressed are

thoroughly appreciated, and all these good friends are assured that it will still be possible to obtain the 1916 edition as long as there is any demand for it.

In this new edition no changes have been made in the *basic principles of the system*. Long experience in the classroom, in the office, in general and court reporting, and the results of speed contests of the National Shorthand Reporters' Association have proved conclusively that changes in the basic principles of Gregg Shorthand are neither necessary nor desirable.

Much has been learned in the last few years concerning the basic content of the vocabulary in common use. The scientific data now available have made it possible to arrange the principles and practice content of the Manual so that the efforts of teacher and student may be more economically and profitably directed, and the development of a writing vocabulary rendered more rapid.

One of the first steps in planning the Anniversary Edition, therefore, was an exhaustive analysis of the words contained in the Horn\* and the Harvard† studies of the comparative frequency of words. As one example of what this analysis showed, it was found that the learning of the twenty most common words in our language was spread through seven lessons in the 1916 Manual. In the Anniversary Edition these twenty words are presented in the first chapter. Moreover, the matter presented in this chapter gives the student a writing power that will enable him to write 42 per cent of the running words in non-technical English, as well as many hundreds of other words.

In this edition three devices have been used to hasten the building of a useful vocabulary and to assist the teacher in using the correct method of developing a skill subject:

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\*"Basic Writing Vocabulary," Ernest Horn, Ph.D., University of Iowa Monograph in Education.

†"Harvard Studies in Education," Volume IV.



1. The short words of high frequency are introduced in the first chapter in the order of their frequency, even though this means that in a few instances they are given in advance of the principles that govern their writing.

2. Some of the principles have been developed earlier than they were in the old text. Examples of this are: the letter *s* has been introduced in the second chapter and included with the other downward characters; some of the rules for expressing *r* have been introduced in the third chapter; the frequently recurring prefixes and suffixes have been introduced in the order of frequency.

3. Analogy, one of the most helpful of teaching devices, has been employed to a greater extent than it was in the 1916 Manual. Examples: the useful *ted-ded*, *men-mem* blends are presented in Chapter I, after the student has learned *t*, *d*, *n*, *m*, the letters of which the blends are composed; the *ses* blend is taught along with the *s* in Chapter II.

Other salient features of the Anniversary Edition may be described as follows:

1. In order that the student may be impressed at the outset with the importance of phrase writing and have a longer period in which to acquire the habit of joining words, many of the phrasing principles have been moved forward to Chapters I and II.

2. The rules have been simplified and stated more clearly, and minor changes have been made in a few outlines for the purpose of facilitating rapid and accurate transcription.

3. The principles are presented in twelve chapters, instead of the twenty lessons in the 1916 Manual. Each of these chapters has been subdivided into three short teaching units, with a page of graded dictation material written in shorthand at the end of each unit. This short-unit plan encourages immediate practical application of the theory and simplifies the assignment of work by the teacher.

4. The wordsigns (now known as Brief Forms) are distributed equally among the first six chapters, and are introduced in the order of their frequency.

5. The quantity of reading and dictation material has been more than doubled. The scientific distribution of the principles and the introduction of the common words early have so greatly increased writing power that business letters can be introduced as early as the second chapter.

6. The pedagogical value of the Manual is greatly enhanced by the use of larger type and a bolder style of shorthand than was employed in the 1916 edition.

It was the intention of the author to have the Anniversary Edition of the system published last year—the fortieth anniversary of the publication of the system—but, unfortunately, many things contributed to delay its appearance.

In sending forth this book he desires to express his warm appreciation of the many suggestions received from writers, from reporters, and from teachers who are using the system in all parts of the world. In particular, he wishes to record his deep sense of gratitude to Mr. Rupert P. SoRelle and to the executive, managerial, and editorial staffs of The Gregg Publishing Company for the many valuable services they have rendered in the preparation of this edition.

JOHN ROBERT GREGG.

## ABOUT GREGG SHORTHAND

**History.** Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later, a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book* form.

To the student or writer of shorthand, there are few more interesting or inspiring stories of success than the story of the career of Gregg Shorthand in the forty-four years that have elapsed since its publication in book form; but a textbook is not a place for such a story. Today, Gregg Shorthand is the standard system of America. It has been adopted exclusively in the public schools of 12,006 cities and towns—more than ninety-eight per cent of the public schools that teach shorthand. It has superseded the older systems, in the large majority of these cases, by formal action of the Boards of Education after careful investigation of the merit of the system. Its leadership in all other kinds of educational institutions is equally pronounced. This constitutes the highest educational indorsement a shorthand system has ever received.

**Wins World Championship Six Times.** The history of Gregg Shorthand is a record of public triumphs. In the 1921 World's Championship Contest of the National Shorthand Reporters' Association, Mr. Albert Schneider\* won first place, defeated three former champions, and established two world's records. He transcribed the 215-words-a-minute literary dictation with a net speed of 211.2 words a minute; accuracy, 98.32%. On the 200-words-a-minute dictation his accuracy percentage was 98.80; on the 240-words-a-minute dictation, 98.17; on the 280-words-a-minute dictation, 96.84.

In transcribing five five-minute highest speed dictations—175, 200, 215, 240, and 280 words a minute—in *the time allotted for the three championship*

---

\*Mr. Schneider is now a member of the official shorthand reporting staff of the Congress of the United States, winning the position in an examination in which thirty-five well-known reporters competed.

dictations, Mr. Schneider gave one of the most remarkable demonstrations of transcribing ability in the history of the shorthand contests.

Writers of Gregg Shorthand won first, second, and third places in the World's Championship Contest of the National Shorthand Reporters' Association in 1923. Mr. Charles L. Swem,\* winner, established a world's record on the 200-words-a-minute dictation, making but two errors; accuracy, 99.79%. On the 240-words-a-minute dictation, his accuracy was 98.49%; on the 280 dictation, 99.36%. Second place was won by Mr. Albert Schneider, a Gregg writer, the 1921 champion. His average accuracy was 98.80%. Third place was won by another Gregg writer, Mr. Martin J. Dupraw, with an accuracy of 98.76%. *First place in accuracy in every dictation was won by a writer of Gregg Shorthand.*

In the 1924 World's Championship, Mr. Swem was again the victor. Mr. Swem's accuracy on the three dictations was 99.23%.

In the three consecutive years, 1925, 1926, and 1927, the World's Shorthand Championship was won by Mr. Martin J. Dupraw, the greatest shorthand writer the world has yet produced. By winning the championship in 1927, Mr. Dupraw won permanent possession of the World's Shorthand Championship Trophy, first offered in 1909 by the National Shorthand Reporters' Association.

**Highest Shorthand Speed Records.** The following are the world's highest shorthand speed records—all held by writers of Gregg Shorthand and made in the Championship Contests of the National Shorthand Reporters' Association:

282 Words a minute (testimony)

Charles Lee Swem.....accuracy 99.29%

\*Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House. In the 1924 examination for the position of Supreme Court stenographer in the state of New York, Mr. Swem won first place in a field of 150 candidates. Mr. Swem did not accept an appointment at the time, and took the examination in 1928, again winning first place. He is at present an official shorthand reporter in the Supreme Court of New York.

260 Words a minute (jury charge)	
Martin J. Dupraw . . . . .	accuracy 99.69%
220 Words a minute (literary matter)	
Martin J. Dupraw . . . . .	accuracy 99.81%
(Held jointly with two others)	
215 Words a minute (literary matter)	
Albert Schneider . . . . .	accuracy 98.32%
200 Words a minute (literary matter)	
Charles Lee Swem . . . . .	accuracy 99.0%
(Tied with one other)	
Average accuracy . . . . .	99.29%

Gregg Shorthand is the only system that has produced three different writers to win the World Championship in the contests of the National Shorthand Reporters' Association. The contests were discontinued in 1927, and Mr. Dupraw was given permanent possession of the World's Championship Trophy.

**Wins New York State Shorthand Championship.** In the contest of the New York State Shorthand Reporters' Association, 1924, Mr. Martin J. Dupraw won first place with an accuracy record of 99.5%; Mr. Nathan Behrin, Supreme Court reporter, New York City, second; and Mr. Harvey Forbes, Supreme Court reporter, Buffalo, New York, third. By winning the New York State Shorthand Championship again in 1925, and also in 1926, Mr. Dupraw gained permanent possession of the Bottome Cup, the State championship trophy.

**Awarded Medal of Honor at Panama-Pacific Exposition.** At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any exposition, and the only award ever granted that was based on the results accomplished by students in a model school conducted under the observation of the International Jury of Awards. Gregg Shorthand also received the highest award, the Medal of Honor, at the Sesqui-Centennial Exposition at Philadelphia, in 1926. The thirteenth International Shorthand Congress, held in Bruxelles, Belgium, in 1927, awarded a *Grand Prix* to The Gregg Publishing Company, and elected the author of Gregg Shorthand as Vice President of the Congress representing the United States.



**Principles of the System.** Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following is a synopsis of the leading features of the system:

- |   |   |                        |
|---|---|------------------------|
| <ol style="list-style-type: none"> <li>1. <i>No compulsory thickening</i>—may be written either light or heavy.</li> <li>2. <i>Written on the slope of longhand</i>, thus securing a uniform manual movement.</li> <li>3. <i>Position-writing abolished</i>—may be written on unruled paper, and in one straight line.</li> <li>4. <i>Vowels and consonants are joined</i>, and follow each other in their natural order.</li> <li>5. <i>Angles are rare</i>—curves predominate.</li> </ol> | } | As in ordinary writing |
|---|---|------------------------|

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles that govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters that is productive of the best results, and is obtained only by years of persistent, painstaking practice with the older systems.

## TO SUM UP

**Easy to Learn.** Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

**Easy to Read.** Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers of the system have established the *highest official world's records for accuracy* of transcripts on difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing, and the elimination of the minute distinctions of form, all contribute to legibility.

**Easy to Write.** The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of posi-

tion—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to fluent writing.

**Superior in Speed Possibilities.** As has already been set forth in greater detail, writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system.

**Adapted to Other Languages.** The simple and logical writing basis of Gregg Shorthand enables a writer of it to use it in any language with which he is familiar. Special adaptations of the system have been published for Spanish, French, German, Italian, Portuguese, Polish, Gaelic, and Esperanto. Adaptations to other languages are in preparation. The Spanish adaptation of the system is used in more than 300 schools in Spanish-speaking countries, and there is a quarterly magazine devoted to it.

## A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Skill in the use of shorthand is a possession that has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much-prized and valuable accomplishment and a means of mental culture.

Be Thorough. Skill in anything is attained by repetition with interest; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of fluency and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

In your practice, write as rapidly as you can while keeping the hand under complete control; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms can be written accurately at a high rate of speed. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the practical use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word "ready." This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind, so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

Most of this repetition practice should be on the forms as they occur naturally in connected matter. The repetition of isolated forms for more than five times consecutively is not in accord with modern pedagogy. Scientifically graded connected matter has supplanted the isolated form.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles, you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

**Devote Much Time to Reading Well-Written Shorthand.** By reading a great deal of well-written shorthand you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution

of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the supplementary dictation material given in "Gregg Speed Studies," and the exercises presented each month in the Learner's Department of *The Gregg Writer*. These exercises may be used with great advantage from the very first lesson. Each number of *The Gregg Writer* contains many helpful suggestions and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.





*Gregg Shorthand received the highest award at the Panama-Pacific International Exposition, and at the Sesqui-Centennial International Exposition.*



# THE ALPHABET OF GREGG SHORTHAND

## CONSONANTS

Written forward:

K G R L N M T D TH

Written downward:

P B F V CH J S SH

H NG NK

## VOWELS

ā	○	ī	◦	ō	◡	ū	◡
ä	◊	ě	◊	aw	◡	ōō	?
ā	◊	ē	◊	ō	◡	ōō	?

## DIPHTHONGS

Composed of		Composed of	
ū	ē-ōō as in <i>unit</i> ◡	oi	aw-ē as in <i>oil</i> ◡
ow	ä-ōō as in <i>owl</i> ◡	ī	ä-ē as in <i>isle</i> ◡

## BLENDED CONSONANTS

The consonants are so arranged that two strokes joining with an obtuse or blunt angle may assume the form of a large curve, thus:

ten, den	ent, end	def-v, tive
tem, dem	emt, emd	jeut-d, pent-d

*first order  
last word*

# CHAPTER I

## UNIT 1

1. Shorthand is written by *sound*; thus *aim* is written *am* (long sound of *a*), *cat* is written *kat*, *knee* is written *ne*.

### CONSONANTS

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length.

The characters for the consonants in this lesson are derived from an elliptical figure, thus:







Letters	Signs	Words	Letters	Signs	Words
K	—	can	T	/	it, at
G	—	go, good	D	/	would
R	—	are, our, hour	H	.	a, an
L	—	will, well	Th }	—	the there, their
N	—	in, not		o	I
M	—	am, more		o	he

3. All these consonants are written *forward* from left to right; *th* and *r* and *d* are struck *upwards* from the line of writing. The *g* given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate *h* is indicated by a dot placed over the vowel. Many frequently recurring words are represented by simple alphabetic char-

acters. Some of these signs represent two and even three words; for example, the sign for *r* represents *are*, *our*, *hour*. A dot on the line of writing represents the articles *a*, *an*. A dot at the end of a word expresses *ing*. The pronoun *I* is expressed by a large circle; *he*, by a small circle.







The student should practice all these characters until he can write them without the slightest hesitation. The size of the characters given in this manual will be a safe standard to adopt.

4. **Phrasing.** The joining of simple words is a great help to accuracy and speed in writing shorthand, and its acquirement should not be deferred until the habit of writing common words separately has been formed.

I will  he can  it will  in the 





5. **Punctuation, etc.** In shorthand the following marks are used:

period      paragraph      interrogation      dash      hyphen      parenthesis

Capitals and proper names are indicated by two short dashes beneath the word.

## 6. SENTENCE DRILL




  
  
  


## VOWELS




7. In shorthand there are twelve distinct vowel sounds, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the A group and the E group.

Memory aid:  $a = \bigcirc$      $e = \circ$

## THE A GROUP

$\check{a}$ $\bigcirc$ <i>as in</i> mat  m $\check{a}$ t	$\ddot{a}$ $\bigcirc$ <i>as in</i> calm  k $\ddot{a}$ m	$\bar{a}$ $\bigcirc$ <i>as in</i> came  k $\bar{a}$ m
--	---	---

## THE E GROUP

$\check{e}$ $\circ$ <i>as in</i> kit  k $\check{e}$ t	$\check{e}$ $\circ$ <i>as in</i> get  g $\check{e}$ t	$\bar{e}$ $\circ$ <i>as in</i> need  n $\bar{e}$ d
---	---	--

NOTE: The first sound in the E group of vowels is the short *i*, heard in *din*, and should not be confused with long *i*, heard in *dine*, which will be given later.



8. **Marking Vowels.** The vowels are grouped according to similarity in sound. The large circle expresses three sounds of *a*. The short sound is unmarked, the medium sound is marked with a dot, and the long sound with a short dash, as shown on page 3. This system of marking is used in all vowel groups uniformly.

The dot and dash are occasionally needed to indicate the exact sounds in unfamiliar or isolated words, but otherwise they are seldom used.

#### PICTURING WRITING MOTION

9. Frequently we shall have to refer to writing motion. The curved characters in this lesson are taken from horizontal ovals, one written with *right* motion, the other with *left*.

*Right motion:*



*Left motion:*



10. Characters taken from the left-motion oval are called *left-motion*, because the rotation is *from left to right*; characters taken from the right-motion oval are called *right-motion* for a like reason; thus:

*K-G are  
right-motion strokes*



*R-L are  
left-motion strokes*


















The terms "left motion" and "right motion" refer to the *rotation* in movement, and not to the *direction*.
















## HOW CIRCLES ARE JOINED

The following movement drills are intended to develop skill in the joining of circles.

11. **Circles Joined to Single Strokes.** At the beginning or end of a single curve, the circle is placed *inside* the curve:

eke		ear		array	
egg		ill		airy	
ache		air		alley	
key		ail		hack	
gay		ray		hag	

12. At the beginning or end of a single straight stroke, the circle is written with *right* motion:
















aim		tea		ham	
ate		day		heat	
add		may		head	
eat		me		heed	
hid		eddy		hate	

## 13. READING AND DICTATION PRACTICE
















. P i r a e b e  
 o i e u , i o i x  
 i b e . u e o e  
 u n u i , o u ;  
 o o n . u o d  
 e b n , o n .  
 P e b e i ,  
 o e ; o n .  
 n . r p x o i b e  
 b o - e - p - e  
 u i r n , o n .  
 u o e . u . o  
 u b o u i x .  
 u e n e n .  
 u r p n e . u

## UNIT 2

14. Circles Between Strokes. Where an angle, or a point, is formed at the junction of consonants, the circle goes outside the angle:

kick		make		rain	
cake		met		rim	
get		maid		tale	
gate		team		rainy	
calm		rear		dream	

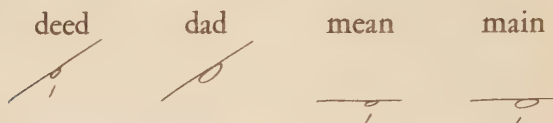
15. Where straight strokes and curves join without an angle, or where two similar-motion curves join without an angle, the circle is placed inside the curve:

writ		raid		dig	
rid		ticket		tag	
red		tack		taken	
read		take		rattle	
rate		deck		riddle	

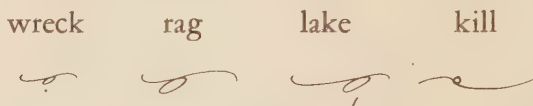
16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. For example, the *e* in the words

*taken* and *maker* is absolutely useless, and is omitted. Any vowel which does not contribute to the legibility of an outline may be omitted if its omission gives a more facile outline.

17. Between straight strokes in the same direction the circle is written with *right* motion:

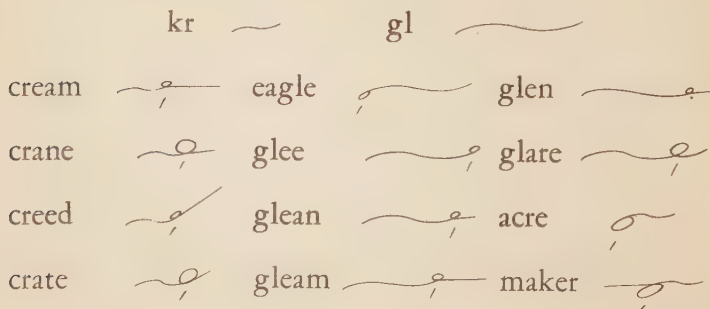


18. Between opposite curves the circle is turned back on the first curve:



#### CONSONANT COMBINATIONS



19. *Kr* and *Gl* Combinations. *K* and *r*, and *g* and *l*, are equal curves and are made a little flatter than usual when joined, thus:

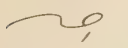
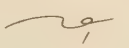














20. **Gr and Kl Combinations.** Where curves of unequal length join without an angle, as in the following, note how a distinction in length is positively shown.



The movement in writing *gr* is similar to that in writing *y* in longhand; *kl* to that in writing *h*, thus:









 = gr       = kl

gray		green		eager	
grain		greet		clay	
greed		grim		clan	

21. **Rk and Lk Combinations.** Since *r* and *k* are of equal length, the curves are somewhat flatter, as with *kr* and *gl*. *Lk* is very infrequent.

ark	dark	mark	milk
			

22. **The Signs for Th.** The sign for *t* is curved to express *th*, thus:  or 

tick	thick	hat	hath
			
rat	wrath	met	myth
			

## BRIEF FORMS FOR COMMON WORDS

23. A comparatively small number of frequently recurring words make up a large part of the English language. As an illustration, ten words—*the, of, and, to, a, in, that, it, is, I*—form one-fourth of the entire written and spoken language.




The forms for these frequent words are based on a very common method of abbreviation in longhand writing. For example, *amt.* is written for *amount*; *Rev.* for *Reverend*; *gym.* for *gymnasium*; *ans.* for *answer*; *math.* for *mathematics*, and so on. By taking advantage of this method of abbreviation, brief and easily remembered shorthand forms are obtained for the most common words in the language.

of (o)	and, end (nd)	them (thm)
that (tha)	to, too, two (too)	is, his (s)
was (os)	be, by, but (b)	great (gr)
they* (the)	you, your (oo)	with (ish)
this (ths)	than, then (thn)	without (itbr)

\*In some phrases *they* is written the same as *the*, as in *they will*.

NOTE: Refer to alphabet facing page 1 for explanation of characters.

## 24. BUSINESS ABBREVIATIONS

Mr., market	Yours truly,	Dear Sir:, desire
		







## 25. READING AND DICTATION PRACTICE

in i e r r  
n z. n. re  
p l e e b e s t  
r e d p e e  
o r e n o l o  
s s l o b i i  
l o i o r n r s i  
i o o n r l l l  
c. r b s r l l  
l o r r b o x d  
l o s l b o r e  
- r. i e e r b o  
- o - e b p  
o b o b o y  
i e i x d

## UNIT 3













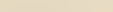

## BLENDED CONSONANTS

26. By blending *d* and *t* into one long stroke the syllables *ted*, *ded*, *det* are expressed:































added		rated		today	
hated		needed		treated	

NOTE: The combination *det* usually occurs at the beginning of words, as in *detect*, *detach*, while *ted* or *ded* usually occurs at the end of a word.

27. By blending *m* and *n* into one long stroke the syllables *men*, *mem* are expressed. In addition to *men*, *mem* this blend represents similar sounds, such as *min* in *minute*, *mun* in *money*:

men		mimic	
many		memory	
month		remain	
money		emanate	
meant		mental	
mend		mineral	
minute		minimum	

## 28. FREQUENT-WORD DRILL

eight	ā t		man	m ă n	
had	h ă d		make	m ā k	
him	h ĩ m		tin	t ĩ n	
add	ă d		tan	t ă n	
aid	ā d		cat	k ă t	
tea	t ě		kid	k ĩ d	
day	d ā		get	g ě t	
me	m ě		take	t ā k	
may	m ā		came	k ā m	
net	n ě t		her	h ě r	
need	n ě d		here	h ě r	
met	m ě t		air	ā r	
meet	m ě t		head	h ě d	
made	m ā d		read	r ě d	
mean	m ě n		ready	r ě d ĩ	

led	l ě d		cream	k r ě m	
rate	r ā t		clean	k l ě n	
late	l ā t		milk	m ĩ l k	
laid	l ā d		lack	l ă k	
mill	m ĩ l		leg	l ě g	
tree	t r ě		attack	ă t ă k	
train	t r ā n		headache	h ě d ā k	

## 29. BRIEF FORMS FOR COMMON WORDS

did, date		when		into	
other		any		come	
all		could		like	
were		what		little	
where, aware		truth		those	
my		time		country	

NOTE: *W* is omitted in the word *were*, and *wh* in *where*, *when*, *what*; *other* is expressed by *ũth*—see alphabet; *all*, by *aw* placed on its side; *time*, by the *tem* blend; *into*, by blending *in* and *to*. For convenience, the long *i* in *my* is expressed by a large circle.



## GENERAL PHRASING PRINCIPLES

30. The following suggestions will be helpful to an understanding of the general principles of phrasing:

1. Short and common words only should be joined, as *of the, in the*, etc.
2. The words should make good sense if standing alone, as *it will be*.
3. Pronouns generally are joined to the words they precede as *I can, you are, you can, I would*.
4. A qualifying word is usually joined to the word it qualifies, as *good man*.
5. The words *to, of, in, with, and* generally are joined to the word following, as *to the, of which, in that, with that, and will*.
6. Words that do not make an easily written, distinctive joining should not be phrased.

31. **Phrase Drill.** The simple phrases given in the drill below are of very high frequency and will serve as models for other phrases:

of the	✓	and the	✓	will be	✓
to the	✓	that the	✓	of you	✓
it is	✓	by the	✓	it was	✓
I am	✓	you can	✓	he was	✓
to you	✓	at the	✓	is the	✓

## 32. READING AND DICTATION PRACTICE

u r u e o i \* r - o  
 j - p . o . o o - o /  
 f p - o o - o /  
 e i . - s / e - x ✓  
 l . p e i p . o - o x  
 u e e e e e  
 p . e ( r r - o .  
 s - i . o i / o i o i o  
 g . r - o . e e o  
 ( i i o o r i u u x d  
 p r e - n i o .  
 p . o - o . o - e  
 ( e r r o o o  
 - o i s - o o e / o  
 ( e r r - o o x d

\*Before a downstroke, *to* is expressed by *t*.

## 33. WRITING PRACTICE

1. You will need a keen memory when you go to the market today.

2. When you take the grain to the mill you can get your money.

3. Many of our men will go to the train in the rain to greet the team.

4. I am not any more eager to be in debt to you than you are.

5. I am ready to go the limit in getting you the money you need.

6. He had a great desire to read, but he had little time and his reading was limited.

7. I am not willing to go by train, but you can make me a minimum rate by air and rail.

8. The data you need will be ready by the middle of the month.

9. The mill was then making a good metal tag at the rate of eighty a minute.

10. In his dream he was being attacked in the dark by an enemy.

Dear Sir: I am eager to eliminate without any more delay the error made in the minimum grain rate to Erie. I can meet you at Erie any day you desire. My time is limited and I cannot be there more than a day. It would be well to get all the data in hand by the time you are ready to go. I will meet you any day you can be there. Yours truly,

# CHAPTER II

## UNIT 4

### THE DOWNWARD CHARACTERS

34. The characters for the consonants in this chapter are derived from another elliptical figure:



Letters	P	B	F	V	CH	J	SH	S
Signs	(	(	)	)	/	/	, , or	,
Words	put	be by but	for	have	which change		shall ship	is his

Left motion: P B S

Right motion: F V S



35. All these characters are written downward. *Ch* is named *chay*, and *sh* is named *ish*. The signs for *sh* and *s* are very small. As *s* is one of the most frequent sounds in the language, two signs are provided for it to facilitate joining in various combinations. The following memory aids will be useful:



## CONSONANT COMBINATIONS

36. Many of the consonants follow each other consecutively; for example, *r* and *l* frequently follow *p*, *b*, as in *play*, *brave*. As skill in writing such combinations is essential to speed and accuracy, the following movement drills should be practiced until fluency is secured.













37. Pr and Pl. In writing *pr* and *pl*, start to the left:

	pr		pl	
pray		play		pledge
prayer		plate		wrapper
prim		plea		pepper
preach		plead		apple




























38. Br and Bl. In writing *br* and *bl*, start down, thus:

	br		bl	
brain		breach		blame
braid		bridge		bled
braided		brief		blade
brim		brave		blare













39. **Fr and Fl.** In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:

		<i>fr</i> =		<i>fl</i> =	
fray		fresh		flame	
frail		flee		flap	
fret		fleet		flash	
















#### 40. FREQUENT-WORD DRILL

<i>if</i>		<i>frame</i>		<i>page</i>	
<i>half</i>		<i>flat</i>		<i>able</i>	
<i>age</i>		<i>play</i>		<i>break</i>	
<i>each</i>		<i>plan</i>		<i>cash</i>	
<i>she</i>		<i>paper</i>		<i>range</i>	
<i>fear</i>		<i>reach</i>		<i>happy</i>	
<i>feel</i>		<i>back</i>		<i>black</i>	
<i>felt</i>		<i>check</i>		<i>trip</i>	
<i>free</i>		<i>live</i>		<i>happen</i>	



fair		bear		help	
affair		bread		labor	
fail		shape		pretty	
chief		leave		even	

## 41. BRIEF FORMS FOR COMMON WORDS

one, won		from, form		never	
after		been, bound		should	
people		very		over*	
about		before		ever	
most		much		every	

\*The sign for the prefix *over* written above a following character is used to express the word *over*.

42. As a prefix, *after* is expressed by *af*. In compounds, *every* is expressed by *ev*.

43. The word *been* following *have*, *has*, *had* is phrased and is expressed by *b*:

have been



has been



had been



## 44. BUSINESS ABBREVIATIONS

Dear Madam:      Very truly yours,      Yours very truly,




## 45. READING AND DICTATION PRACTICE


o - " j r e o o - u d  
 - i o d - 2 o , y  
 n - b r 2 . v 6 o  
 e z - . 9 d 6 ) n d  
 2 r h ( 2 y f , r  
 f . - 9 b p b r e .  
 f . 9 . n i . e e o o  
 s r l . 9 - n r l e i d i  
 o - - - . p p i d  
 - - - - - p x r n  
 r 2 y 7 b - l . - l i  
 o 7 y f r 2 o r . e  
 9 n . h - - - d o  
 - - p l i - - f i  
 1 o y . n l e y


## UNIT 5

## THE SIGNS FOR S

46. The signs for *s*, written downward, are taken from a small elliptical figure, thus: 




Memory aid: 

The right-motion *s* is called "right *s*" 

The left-motion *s* is called "left *s*" 










47. In practical writing the sound of *z* is expressed by the sign for *s*, since no confusion arises from using the same character for both sounds in connected writing. We already are accustomed to writing and reading *s* for *z* in English, as in *rays*, *praise*.

It is *seldom* necessary to make a distinction between *s* and *z*, but when it is, a short dash is struck at a right angle to the sign for *s* to show that it has the sound of *z*, thus:








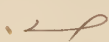

race  raise  gas  gaze 

48. The base of the first consonant of a word rests on the line of writing, but when *s* precedes another consonant, the base of the consonant following the *s* is placed on the line.

49. Initial and Final S. 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:




























sips  phrase  daze   
sables  slim  knees   
series  tease  mass 

2. In all other cases the right *s* is used:

saves		seeds		sashes	
seeks		snap		sketches	
staff		smash		sages	

A circle placed outside the angle in any of these joinings does not change the motion.

#### 50. FREQUENT-WORD DRILL

sell		spell		salary	
sale		spread		self	
piece		spare		trace	
pass		space		dress	
base		less		class	
busy		slip		crazy	
press		sleep		see	
praise		asleep		say	
place		sales		as	

has	9	same	2	steel	sh
these	9	sense	sh	steam	sh
easy	2	seems	sh	stage	sh
season	2	sit	sh	stiff	sh
affairs	2	seat	sh	stay	sh
safe	9	said	sh	stick	sh
save	9	sad	sh	set	sh
case	9	niece	sh	sat	sh
kiss	9	miss	sh	settle	sh
guess	9	days	sh	silk	sh
gas	9	dance	sh	needs	sh
sick	2	since	sh	ladies	sh
sake	sh	hence	sh	chance	sh
scheme	sh	minutes	sh	ages	sh
seen	sh	step	sh	sketch	sh
seem	sh	steps	sh	study	sh

51. *S Between Strokes.* When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant; when *s* occurs between strokes and is not joined to a circle, write the *s* with the syllable to which it belongs:

cast		mask		least	
guest		grasp		risk	
taste		accede		pressed	
task		chest		raised	
desk		vast		ransack	
mist		visit		mason	



















52. *The Ses Sign.* The *ses* sound as heard in *faces* is expressed by joining the two *s* signs as a blend:

senses		ceases		basis	
cases		thesis		census	
masses		traces		analysis	

NOTE: In rapid writing, the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare the following:




face		faces		lease		leases	
------	--	-------	--	-------	--	--------	--

## 53. BRIEF FORMS FOR COMMON WORDS





under*		cause, because		work	
must		thorough-ly, three		part	
some		think, thing		matter	
such		system, says		again	
first		public, publish		against	
business		far, favor		always	

\*The sign for the prefix *under* written above a following character is used for the word *under*.





54. The suffix *thing* is expressed by a dot in the following words:

anything  something  everything 

55. Plurals of Brief Forms. The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

cause  causes  business  businesses 

In other brief forms the plurals are formed by adding *s* to the singular forms, thus:







parts  changes  ships  forms 





## UNIT 6













57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

mix		fix		tax	
mixes		fixes		taxes	

NOTE: The plural is formed by adding *s* as shown in *mixes*, *taxes*.





## SIMPLE SUFFIXES

58. The suffix *shun* (*sion*, *tion*) is expressed by *sh*:
















mention		fashion		vision	
nation		action		session	
mission		faction		evasion	
diction		affection		section	

59. The Past Tense. The past tense is expressed by *t* or *d*:













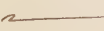





1. After most abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:


changed	timed	liked	willed
			

2. In all other cases join *t* or *d* if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

passed		raced		shaped	
praised		mentioned		reached	
visited		risked		checked	
labored		glared		tapered	
traced		fixed		feared	




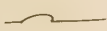











## 60. BRIEF FORMS FOR COMMON WORDS

also		letter, let		until	
nothing		present, presence		got	
between		big, beg		gave	
another		give, given		next	
woman		tell,* till		soon	
morning		still		name	






















\*The *s* is added to *tell* by changing the circle into a loop, thus: *tells* 

## BRIEF FORMS AS PREFIXES

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

almost		inform		formal	
income		begin		anyone	
increase		began		overwork	
instead		forgive		undergo	
ago		forgot		handle	

## 62. FREQUENT PHRASES

for the		you have		would be	
to be*		there is		can be	
with the		of his		may be	
I have		for you		and that	
from the		if you		as the	
of this		of your		in our	
there are		in this		of all	

\*Before a downstroke, *to* is expressed by *t*.

## 63. READING AND DICTATION PRACTICE

I have been thinking  
 of you very much  
 lately and wondering  
 how you are getting on  
 in your studies and  
 work. I hope you are  
 doing well and that  
 you are enjoying your  
 studies. I am sure you  
 are a very capable person  
 and will do well in  
 everything you undertake.  
 I am sure you will be  
 a great success in the  
 future. I am sure you  
 will be a great help to  
 the world. I am sure you  
 will be a great blessing  
 to the world. I am sure  
 you will be a great joy  
 to the world. I am sure  
 you will be a great  
 blessing to the world.

## 64. WRITING PRACTICE

1. I shall not leave here today for my trip to France, as I am too busy, but I shall finish everything soon.

2. It may be that such a change in the history classes will help to settle the matter for you.

3. He will cash the pay check if you will present it at his desk.

4. Since she is changing her plans to stay here some time before going to the city, I think it will be well to leave the matter as it is for the present.

5. Because the business in that part of the country is not good, he will remain there another month to go thoroughly into the planning of a sales campaign.

6. It is plain that if any action is to be taken it must take place before the session ends today.

7. He fixed the time at six and said that the men were asleep.


8. I shall not fail to mention that the basis of his claim is very flimsy and that I feel that his figures should be thoroughly studied and checked before any decision is reached.







Dear Sir: The sale of the goods you shipped me in January is not going at all well. For one thing, the season has been very late, causing business to be slack. Can you think of anything that will help our sales? It may be that business in other parts of the country is much the same as it is here and you have made some sales plans that will be of help to me. I should like to go over this matter with one of your men the first time one of them is in the city. Yours truly,

# CHAPTER III

## UNIT 7

### THE Ō-HOOK

65. The lower half of the elliptical figure  is called the *o-hook*. It is used to express the following sounds:

<p>ō  as in</p> <p>rot  r ō t</p>	<p>aw  as in</p> <p>raw  r aw</p>	<p>ō  as in</p> <p>wrote  r ō t</p>
---	---	---

Key to Vowel Sounds: John

Paul









Jones.





































NOTE: The sound *aw* is spelled in various ways, as in *fall*, *bought*, *taught*, *raw*. The same method of marking vowels is employed in this chapter as in the first.

### 66. FREQUENT-WORD DRILL

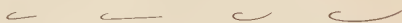
know	n ō		lot	l ō t	
law	l aw		road	r ō d	
low	l ō		load	l ō d	
wrote	r ō t		ought	aw t	



auto	aw t ō		hope	h ō p	
note	n ō t		show	sh ō	
bought	b aw t		shop	sh ǒ p	
brought	b r aw t		folks	f ō k s	
blow	b l ō		taught	t aw t	
ball	b aw l		caught	k aw t	
box	b ǒ x		coffee	k ǒ f ē	
job	j ǒ b		hog	h ǒ g	
talk	t aw k		occur	ǒ k 'r	
dog	d ǒ g		hotel	h ō t ě l	
noted	n ō ted		slow	s l ō	
notes	n ō t s		abroad	a b r aw d	
notice	n ō t ĩ s		broken	b r ō k 'n	
raw	r aw		open	ō p 'n	
loss	l ǒ s		off	ǒ f	
fellow	f ě l ō		often	ō f 'n	

so	s ō	⌒	phone	f ō n	⌒
saw	s aw	⌒	notion	n ō shun	⌒
sought	s aw t	⌒	motion	m ō shun	⌒
sorry	s ō r ĩ	⌒	sober	s ō b 'r	⌒
sorrow	s ō r ō	⌒	close	k l ō z	⌒
soul	s ō l	⌒	model	m ō d 'l	⌒
soft	s ō f t	⌒	solemn	s ō l ě m	⌒
snow	s n ō	⌒	solid	s ō l ĩ d	⌒

67. **O-Hook Modified.** To avoid an unnecessary angle, the slant of the *o*-hook is modified slightly before *n*, *m*, *r*, and *l*, thus:



When a downstroke comes before the *o*-hook, this rule does not apply, since the *o*-hook joins to downstrokes without an angle, as in:

pour ⌒ shown ⌒ bone ⌒ pole ⌒

#### 68. FREQUENT-WORD DRILL

on	ō n	⌒	home	h ō m	⌒
own	ō n	⌒	known	n ō n	⌒

or	aw r		nor	n aw r	
roar	r ō r		omitted	ō m ĩ ted	
roll	r ō l		drawn	d r aw n	
lower	l ō 'r		horse	h aw r s	
whole	h ō l		alone	a l ō n	
loan	l ō n		store	s t ō r	
coal	k ō l		story	s t ō r ĩ	
tone	t ō n		college	k ō l ě j	
door	d ō r		grown	g r ō n	

## 69. BRIEF FORMS FOR COMMON WORDS

want*		glad, girl		call	
went*		during, Dr.		situation	
told		believe, belief		course	
order		possible		general	
small		purpose		several	
upon		receive		state	

\*The *w* is omitted in *want* and *went*.

## 70. READING AND DICTATION PRACTICE

1 e ~ r ~ i ~ f ~ 15  
 ( o ~ s ~ t ~ w ~ f ~ 4  
 u ~ o ~ i ~ n ~ e ~ w ~  
 u ~ o ~ o ~ o ~ ) ~ e ~ f ~ i  
 o ~ p ~ x ~ - ~ f ~ u ~ 2 ~ 1  
 2 ~ o ~ b ~ o ~ u ~ n ~ u ~ y  
 o ~ o ~ o ~ l ~ o ~ f ~ u ~ 4 ~ 10  
 u ~ p ~ - ~ ( ~ e ~ ) ~ - ~  
 h ~ 2 ~ o ~ u ~ b ~ i ~ o ~ i ~ e ~ s  
 u ~ o ~ e ~ p ~ e ~ r ~ - ~ 7  
 h ~ o ~ u ~ o ~ ( ~ 2 ~ 5 ~ 9 ~ -  
 6 ~ 3 ~ 2 ~ 7 ~ 2 ~ o ~ e ~ 1 ~ f ~  
 3 ~ 1 ~ 2 ~ e ~ 1 ~ 5 ~ ( ~  
 o ~ 2 ~ ( ~ o ~ o ~ u ~ - ~ 5 ~ ( ~ 2  
 ( ~ 1 ~ ) ~ o ~ u ~ n ~ i ~ o ~ h

## UNIT 8

## METHOD OF EXPRESSING R

71. The circle is written with left motion to express *r* following the vowel:

1. Before and after straight strokes:

art *ar* mar *ma* arch *ar* share *shar*

2. Between straight strokes in the same direction:

tart *tar* dared *dar* church *chur* murmur *mur*







72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church*, *murmur*, *urge*, *hurt*.

## 73. FREQUENT-WORD DRILL



















heart	<i>har</i>	urge	<i>ur</i>	better	<i>bet</i>
hard	<i>har</i>	tear	<i>tar</i>	later	<i>lat</i>
hurt	<i>hur</i>	dare	<i>dar</i>	sister	<i>sist</i>
heard	<i>har</i>	near	<i>nar</i>	chapter	<i>chap</i>
earn	<i>ear</i>	mere	<i>mer</i>	motor	<i>mot</i>
arm	<i>ar</i>	manner	<i>nan</i>	cashier	<i>cas</i>
army	<i>ar</i>	chair	<i>ch</i>	minister	<i>min</i>
harm	<i>har</i>	jar	<i>jar</i>	teacher	<i>tea</i>

## S FOLLOWING A LEFT-MOTION CIRCLE




74. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

tears		shares		stairs	
dares		nears		manners	



## 75. BRIEF FORMS FOR COMMON WORDS

either		deal, dear		yesterday	
above		real, regard		together	
rather		company, keep		children	
love		become, book		prepare	
collect		importance, important		subject	
capital		necessary		opinion	


76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

keeper		dearer		worker	
--------	---	--------	---	--------	---

When the forms are distinctive, the *r* is joined, thus:

greater		bigger		smaller	
---------	---	--------	---	---------	---

When a brief form ends with the last *consonant* of a word, the left motion circle is used to express *or*, *er* after straight strokes:

sooner 



















former 



## UNIT 9

## THE TH JOININGS

78. The left-motion *th* is used before and after *o*, *r*, *l*. In other cases the right-motion *th* is used:


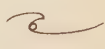




though		author		bath	
although*		earth		teeth	
thought		health		thief	
throw		both		theater	
throat		birth		thin	
thrown		path		cloth	

\*The word *although* is a combination of *all* and *though*.






















79. When *th* is the only consonant stroke, as in the brief forms for *that* or *they*, or is in combination with *s*, the right-motion *th* is used, as in *these* and *see the*.

## FREQUENT PREFIXES AND SUFFIXES

80. The prefixes *con*, *com*, *coun*, *cog*, followed by a consonant, are expressed by *k*. The suffix *ly* is expressed by a small circle; *ily* and *ally*, by a loop:

confess		council		conform	
confer		compel		county	

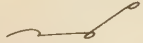
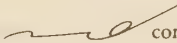



convention		lonely		formally	
convey		lately		easily	
convince		early		hastily	
concrete		fairly		readily	
safely		wholly		family	
solely		hardly		totally	
only		heartily		socially	




81. In words beginning with *comm* or *conn*, the second *m* or *n* is written, thus:

common  connote  commence 

When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*, thus:

comedy  comrade  comic 

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:










dearly  daily  nearly 

83. To express the plural of some brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:







names  letters  families 

## PHRASING PRINCIPLES





84. Before words beginning with a downward character or *o*, *r*, *l*, the word *to* is expressed by *t*:

to see		to say		to pay	
to which		to honor		to work	
to ship		to our		to place	













85. When repeated in a phrase, *as* is expressed by *s*:

as well as		as much as	
as good as		as great as	
as low as		as many as	

86. After *be* or *been*, the word *able* is expressed by *a*:

have been able		should be able	
would be able		will be able	

## 87. FREQUENT PHRASES

on the		with you		about the	
you are		if the		to give	
must be		as to		you know	
should be		at that		of it	

that is	9	of their	o	which is	/
in which	7	is not	2	on you-r	o
of these	9	of which	9	with that	o
more than	—	to get	o	from you	2
your letter	o	to take	o	of its	o
this is	9	in his	2	he will	o
you may	o	if you will	2	you would	o
he is	9	that this	o	to this	o

## 88. BRIEF FORMS FOR COMMON WORDS

send	2	special, speak, speech	{	represent	9
agree*	o	week, weak	o	already	o
ask	2	floor, flour	o	value	o
office	9	complete,† complain-t	2	employ	o
official	o	immediate, immediately	o	express	o
future	9	committee	o	knowledge	o

\*The prefix form for *agr-e-i*, a loop written above the following character, is used to express the word *agree*.

†The angle between *k* and *p* is maintained in the word *complete* to make a distinction between *complete* and *keep*.



## 90. WRITING PRACTICE

1. It is hard to say what is known about the model of the motor on which Horace Holliday is working. Several people have seen it and praise it.

2. After Bob bought the boat he noticed that the motor would stall often. After much analysis and pottering over it, he spotted the cause of grief. It was a little thing, and easy to fix.

3. The history of this country shows that a hardy, hard-working people, gifted with vision, can achieve what they fix as a goal if the goal has a meaning to the people in general.

4. It was a shock to her to hear that John Jones, after joking about it, really had started alone on an airplane trip to Havana and was nearing his goal.


5. The "Lone Eagle" did not cross the ocean merely by dreaming of it. He made ready for a great trip by planning every detail. Study, hard work, and the bravery to face peril without flinching helped him to achieve his aim and to place his name on the scroll of the great men of history.







Dear Sir: It will be necessary for me to stay here till about the end of January, as there are many matters of importance still to be finished. I am really glad that you were able to see Mr. Hartman and close that business with him. Such matters may easily cause hard feeling. There is nothing at present that needs your presence here. The general situation seems to be as good as it is in the East. I have my heart set on making big gains for the company here this month. I am working hard to achieve all possible. Yours truly,

# CHAPTER IV

## UNIT 10

### THE $\overline{oo}$ -HOOK

91. The upper part of the small elliptical figure , which is called the  $\overline{oo}$ -hook, is used to express the following sounds:











$\ddot{u}$	$\overline{oo}$	$\overline{oo}$
		
tuck	took	tomb
		
t $\ddot{u}$ k	t $\overline{oo}$ k	t $\overline{oo}$ m































Key to Vowel Sounds:

The duck took to the pool.















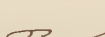

### 92. FREQUENT-WORD DRILL

who	h $\overline{oo}$		hug	h $\ddot{u}$ g	
do	d $\overline{oo}$ .		does	d $\ddot{u}$ z	
took	t $\overline{oo}$ k		up	$\ddot{u}$ p	
true	t r $\overline{oo}$		upper	$\ddot{u}$ p 'r	
whom	h $\overline{oo}$ m		blue	b l $\overline{oo}$	



















plus	p l ũ s		fruit	f r oo t	
pull	p oo l		roof	r oo f	
lose	l oo z		luck	l ũ k	
rug	r ũ g		rub	r ũ b	
rough	r ũ f		foot	f oo t	
food	f oo d		shut	sh ũ t	
fur	f ũ r		sugar	sh oo g'r	
supper	s ũ p'r		fool	f oo l	
dozen	d ũ z'n		tough	t ũ f	
group	g r oo p		stuff	s t ũ f	
cut	k ũ t		truck	t r ũ k	
cook	k oo k		us	ũ s	
cup	k ũ p		thus	th ũ s	
oven	ũ v'n		sullen	s ũ l ẽ n	
cousin	k ũ z'n		through	thr oo	

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *campus*, *cousin*, etc.

94. The  $\overline{o}$ -hook Modified. To avoid an unnecessary angle, the  $\overline{o}$ -hook is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l*:

mood	m $\overline{o}$ d		canoe	k ă n $\overline{o}$	
none	n ũ n		muff	m ũ f	
noon	n $\overline{o}$ n		nook	n $\overline{o}$ k	
moon	m $\overline{o}$ n		null	n ũ l	
nut	n ũ t		cool	k $\overline{o}$ l	
numb	n ũ m		cur	k ũ r	
annul	ă n ũ l		curse	k u r s	

#### 95. BRIEF FORMS FOR COMMON WORDS

care		skill, school		number	
carry		usual, wish		enough	
force		govern, -ment		position	
charge		expect, especial		question	
look		full		purchase	
clear		sure		remember	






## 96. READING AND DICTATION PRACTICE

1 2 3 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27 28 29 30  
 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50  
 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70  
 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90  
 91 92 93 94 95 96 97 98 99 100






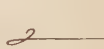










## UNIT 11

## METHOD OF EXPRESSING W

97. By pronouncing the following words slowly it will be found that *w* has the sound of  $\overline{oo}$ ; therefore *w* is expressed by the  $\overline{oo}$ -hook:

we =  $\overline{oo}$ -ē   
 wave =  $\overline{oo}$ -ā-v   
 wall =  $\overline{oo}$ -aw-l 

## 98. WORD DRILL

way	w ā		win	w ĩ n	
wet	w ě t		wane	w ā n	
wait	w ā t		women	w ĩ men	
weighed	w ā d		wake	w ā k	
wed	w ě d		wicked	w ĩ k ě d	
wedded	w ě ded		walk	w aw k	
width	w ĩ d th		weave	w ē v	
widow	w ĩ d ō		waste	w ā s t	







wash	w ǒ sh	ʒ	weep	w ē p	ʒ
watch	w ǒ ch	ʒ	web	w ě b	ʒ
wages	w ā j 's	ʒ	wheat*	hw ē t	ʒ
wedge	w ě j	ʒ	wheel	hw ē l	ʒ
wear	w ā r	ʒ	whim	hw ĭ m	ʒ
weary	w ē r ĭ	ʒ	whip	hw ĭ p	ʒ
wool	w ǒ ō l	ʒ	whale	hw ā l	ʒ
water	w aw ter	ʒ	whirl	hw ě r l	ʒ

\*In the combination *wh*, as in *wheel*, the *h* is sounded first.













**99. W Within Words.** In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following. In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

quick	ʒ	equity	ʒ	squall	ʒ
queen	ʒ	queer	ʒ	swim	ʒ
quit	ʒ	twin	ʒ	swell	ʒ
quote	ʒ	dwell	ʒ	swift	ʒ
acquit	ʒ	sweet	ʒ	doorway	ʒ



















100. **A Before W or H.** In words beginning with *a-h* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

ahead . 	awake . 	await . 
away 	awoke . 	awaken . 

### 101. FREQUENT PHRASES

we are 	we are not 	we shall be 
we will 	we will not 	we have 
we shall 	we shall not 	we have been 
we can 	we cannot 	we have not 

### 102. BRIEF FORMS FOR COMMON WORDS

world 	house, whose 	suppose 
reply 	remark, room 	whether 
word 	follow, fall 	further 
body 	accept, -ance 	explain 
duty 	gone 	particular 
bring 	nature 	report 










### 103. READING AND DICTATION PRACTICE

[illegible]

## UNIT 12
















## METHOD OF EXPRESSING Y

104. Y has the sound of long *e*, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. *Ye*, as in *year*, *yet*, is expressed by a small loop; *ya*, by a large loop.

yacht		yellow		youth	
yawn		yoke		yarn	
year		yet		yard	

## THE SIGNS FOR NG AND NK






















105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant; *nk* (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

ring		drink		bank	
rang		sank		blank	
rank		wing		king	
sing		frank		wrong	
songs		banquet		spring	







## PREFIXES AND SUFFIXES

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a written vowel follows the prefix, the initial vowel is retained. *Ex* is expressed by *es*.




























The suffix *ings* is expressed by a left *s* and *ingly* by a small circle substituted for the *ing*-dot:

infer		unseen		expense	
envy		engine		lovingly	
impel		innate		seem- ingly	
impres- sion		emotion		exceed- ingly	
embrace		emit		meetings	
emphasis		examine		savings	
indeed		excess		evenings	



















107. Negative words beginning with *in*, *un*, *im* in which the *n* or *m* is doubled are distinguished from the positive forms by omitting one of the doubled consonants and inserting the initial vowel:

known		unknown	
noticed		unnoticed	
necessary		unnecessary	

## 108. FREQUENT PHRASES

of them		to ask		if you are	
very much		we would		are not	
when the		we should		we may	
at all		does not		with us	
into the		we must		will you	
in reply		that they		through the	
on our		to keep		for us	
to go		which have		over the	
did not		who have		as you	

## 109. BRIEF FORMS FOR COMMON WORDS

long		strength, strong		character	
among		communi- cate,-tion		effect	
young		bill, built		return	
yes		friend, friendly		answer	
thank		else, list		experience	
effort		car, correct		recent	



## 110. READING AND DICTATION PRACTICE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

## 111. WRITING PRACTICE

1. The couple were waiting at the club to meet the other members of the party.

2. For years we have been following this particular method of making reports at our bank.

3. His answer to the unusual communication was, in effect, that his income was too small for him to think of such a purchase.

4. The girl was wearing a new pale yellow sweater of soft angora wool and a dashing green scarf at the skating rink.

5. The men were weary from the long swim in the rough water of the bay.

6. After the wedding reception her uncle gave the couple and their friends a banquet at the Hotel Tours.

My dear Sir: The orders that we gave you in our letter of May 1 about all purchases were clearly stated and very important, and we are glad that you have so regarded them. In the future we hope that we shall not have to question any of the purchases that you may make for our company.

You must remember that your position with us is based mainly on your skill in choosing clothing that is up to the minute in fashion and still cheap. We feel that we should caution you to study every day the changing fashions and at the same time keep your eye on the economic situation in the textile world.









We hope you can reach here soon enough Saturday, so that we may have a long chat. We want you to tell us all about your recent trip and to help you plan your next trip to Paris. Yours truly,

# CHAPTER V

## UNIT 13

### THE DIPHTHONGS














































112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:
















|    |   |            |       |   |
|----|---|------------|-------|---|
| ū  |  | as in fume | f ū m |  |
| ow |  | as in now  | n ow  |  |
| oi |  | as in oil  | oi l  |  |
| ī  |  | as in die  | d ī   |  |

NOTE: The diphthong *u* is a combination of *ē* and *ōō*; *ow*, of *ā* and *ōō*; *oi*, of *aw* and *ē*. The sign for the diphthong *i* is a large circle with an indentation—resembling a combination of *ā* and *ē*, which, if uttered in rapid succession, yield a sound almost equivalent to *ī*. This sign is generally called "the broken circle."

The signs are written in their *sounded* order. The sign for the diphthong *i* is treated as a circle, and conforms to the rules for joining circles. Note how the diphthong *i* is written in the words *size*, *nice*, *price*, *mine*, which appear in the following word drill.





## 113. WORD DRILL

|        |   |       |   |         |   |
|--------|---|-------|---|---------|---|
| human  |    | enjoy |    | white   |    |
| cute   |    | join  |    | wise    |    |
| few    |    | boy   |    | wide    |    |
| view   |    | toy   |    | ride    |    |
| now    |    | voice |    | lie     |    |
| cow    |    | high  |    | price   |    |
| mouth  |    | size  |    | prices  |    |
| ounce  |    | rise  |    | prize   |    |
| vow    |    | fight |    | apply   |    |
| bough  |    | fine  |    | supply  |    |
| annoy  |   | file  |   | comply  |  |
| noise  |  | sign  |  | cry     |  |
| oil    |  | fire  |  | nice    |  |
| soil   |  | fly   |  | mine    |  |
| choice |  | sight |  | realize |  |



















|        |   |        |   |         |   |
|--------|---|--------|---|---------|---|
| type   |  | try    |  | dining  |  |
| pipe   |  | tried  |  | twice   |  |
| final  |  | dry    |  | excited |  |
| smile* |  | drive  |  | tie     |  |
| died   |  | design |  | tire    |  |

\*See *mile* in the brief forms below.





114. For convenience, long *i* is expressed by the large circle in the following words:

|      |   |      |   |       |   |       |   |
|------|---|------|---|-------|---|-------|---|
| life |  | line |  | quite |  | might |  |
|------|---|------|---|-------|---|-------|---|

#### 115. BRIEF FORMS FOR COMMON WORDS

|       |   |                   |   |         |   |
|-------|---|-------------------|---|---------|---|
| use   |    | how,<br>out       |    | side    |    |
| power |    | right,<br>write   |    | wire    |    |
| why   |    | while             |    | kind    |    |
| night |   | behind            |   | inquire |   |
| find  |  | point,<br>appoint |  | mile    |  |
| light |  | thousand          |  | require |  |

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly*:

|         |   |        |   |         |   |         |   |
|---------|---|--------|---|---------|---|---------|---|
| lightly |  | kindly |  | rightly |  | nightly |  |
|---------|---|--------|---|---------|---|---------|---|



## UNIT 14

## OTHER VOWEL COMBINATIONS

118. In a few words, vowels follow one another consecutively without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

|      |  |        |  |       |  |
|------|--|--------|--|-------|--|
| poet |  | snowy* |  | radio |  |
| poem |  | showy  |  | folio |  |

\*When necessary, the long sound of *o* in *oe* is marked to distinguish it from the diphthong *oi*.

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:















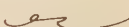
|      |  |         |  |       |  |
|------|--|---------|--|-------|--|
| via  |  | science |  | riot  |  |
| fiat |  | diet    |  | prior |  |

120. Short *i* followed by *a*, as in *mania*, is expressed by a large circle with a dot placed within it; *e* followed by the large circle vowel, as in *create*, is expressed by a large circle with a dash within it. These distinctions are seldom necessary, however:

|       |  |        |  |          |  |
|-------|--|--------|--|----------|--|
| aria  |  | cereal |  | piano    |  |
| area  |  | serial |  | create   |  |
| alias |  | mania  |  | creation |  |



















## OMISSION OF MINOR VOWELS

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted. For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music*:

|         |   |        |   |         |   |
|---------|---|--------|---|---------|---|
| theory  |  | due    |  | idea*   |  |
| genius  |  | music  |  | ideal*  |  |
| arduous |  | amuse  |  | genuine |  |
| tedious |  | reduce |  | renew   |  |
| new     |  | avenue |  | renewal |  |

\*The long *i* in *idea* and *ideal* is expressed by the large circle.

## 122. BRIEF FORMS FOR COMMON WORDS

|         |   |                            |   |          |   |
|---------|---|----------------------------|---|----------|---|
| dollar* |    | respect,<br>respectful-ly  |    | please   |    |
| object  |    | arrange,<br>arrangement    |    | progress |    |
| strange |  | consider,<br>consideration |  | across   |  |
| trust   |  | opportunity                |  | various  |  |
| mail    |  | throughout                 |  | enclose  |  |
| address |  | advantage                  |  | wonder   |  |

\*After numerals, *dollars* is expressed by *d*.

































## 123. READING AND DICTATION PRACTICE

1. 300 60 7 9 10 3  
1. 2 3 4 5 6 7 8 9  
1. 10 11 12 13 14 15 16  
1. 17 18 19 20 21 22 23  
1. 24 25 26 27 28 29 30  
1. 31 32 33 34 35 36 37  
1. 38 39 40 41 42 43 44  
1. 45 46 47 48 49 50 51  
1. 52 53 54 55 56 57 58  
1. 59 60 61 62 63 64 65  
1. 66 67 68 69 70 71 72  
1. 73 74 75 76 77 78 79  
1. 80 81 82 83 84 85 86  
1. 87 88 89 90 91 92 93  
1. 94 95 96 97 98 99 100

## UNIT 15

## OMISSION OF SHORT U AND OW

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

|       |   |          |   |          |   |
|-------|---|----------|---|----------|---|
| sun   |    | column   |    | announce |    |
| sunk  |    | lumber   |    | million  |    |
| fun   |    | pump     |    | crush    |    |
| funny |    | bunch    |    | clutch   |    |
| town  |    | jump     |    | touch    |    |
| down  |    | brown    |    | trunk    |    |
| ton   |    | begun    |    | rush     |    |
| done  |    | summer   |    | judge    |    |
| run   |   | sunshine |   | brush    |   |
| rung  |  | luncheon |  | drown    |  |


































125. Between *n-n*, *ow* is indicated by a jog, as in *announce*; short *u* is inserted between *n-n*, *n-m*, as in *nun* and *numb*; *moun* is expressed by the *men* blend, as in *mountain*.

126. The *u* is omitted in the termination *sume*:

|   |   |   |   |
|---|---|---|---|
| assume  | resume  | consume   | presume   |
|  |  |  |  |

## JOINED PREFIXES AND SUFFIXES

127. The syllables *per*, *pro*, *pur* are expressed by *pr*; the syllable *ble*, by *b*; *ple*, by *p* (in the words given below only); *ment*, by *m*:















|                |   |                |   |                 |   |
|----------------|---|----------------|---|-----------------|---|
| proper         |    | trouble        |    | sample          |    |
| process        |    | sensible       |    | example         |    |
| perhaps        |    | miser-<br>able |    | apart-<br>ment  |    |
| permit         |    | suitable       |    | compli-<br>ment |    |
| promo-<br>tion |    | avail-<br>able |    | moment          |    |
| pursue         |    | terrible       |    | equip-<br>ment  |    |
| promise        |    | reliable       |    | treat-<br>ment  |    |
| prove          |    | noble          |    | element         |    |
| perform        |    | payable        |    | excite-<br>ment |    |
| profit         |   | simple         |   | payment         |   |
| valuable       |  | ample          |  | settle-<br>ment |  |

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

protection  produce  produced 



















## COMPOUND JOINED PREFIXES

129. Two or more simple prefixes may be joined:

|             |   |                |   |
|-------------|---|----------------|---|
| inform      |  | unexpected*    |  |
| conform     |  | uncomfortable  |  |
| reconcile   |  | unaccountable* |  |
| recognize   |  | uninformed     |  |
| unforeseen  |  | unemployed     |  |
| unexplored* |  | incomplete     |  |
| unimportant |  | unconscious    |  |

\*The initial vowel is not required in compound prefixes.

## 130. BRIEF FORMS FOR COMMON WORDS

|          |   |                           |   |                      |   |
|----------|---|---------------------------|---|----------------------|---|
| problem  |    | person,<br>personal       |    | perfect,<br>proof    |    |
| success  |   | regret,<br>regular        |   | satisfy,<br>-factory |   |
| probable |  | confident,<br>confidence  |  | bed,<br>bad          |  |
| except   |  | correspond,<br>-ence      |  | cover                |  |
| stop     |  | excel-lent,<br>excellence |  | serious              |  |
| accord   |  | organize,<br>organization |  | direct               |  |



## 132. WRITING PRACTICE

1. You are quite right in saying that the price was too high and that the whole order of cereals should be returned. I should think that they could quote lower prices, owing to their greater purchasing power.

2. An ounce or so of light motor oil spread on the leaves of the springs of your car will banish all squeaks.

3. The boy's singing was enjoyed by his many friends who came to hear him in the huge hall of the Armory.

4. His office was equipped with several filing cases and a new type of filing desk.

5. The news of his appointment was announced over the radio at a special coast-to-coast hook-up.

6. He reduced the output of his mill to a million feet of lumber per day during the dull season.

7. His profits in oil were higher this month than they were in the month before.

Dear Sir: I should like to enlist your aid in preparing an evening of music to be given early in January on behalf of our Home Welfare Organization.

I think we should have a generous number of arias from the leading operas and a few piano and violin solos. Perhaps we could also get Mr. Hoyle to give his talk on the poetry of music. We must not forget also to present some numbers for the enjoyment of the children who will be present.





Will you not join with us in helping to arrange something of an unusually high character this year?  
Yours truly,

# CHAPTER VI

## UNIT 16













### BLENDED CONSONANTS



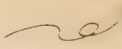

















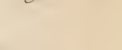





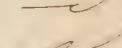


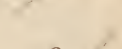
133. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:

 blended becomes  and expresses *-nt, -nd*  
 blended becomes  and expresses *-mt, -md*













134. The *-nt, -nd* blend is an *upward* curve, corresponding in length to the sign for *f*; the *-mt, -md* blend is an *upward* curve, corresponding in length to *v*. The *n* or *m* governs the length of the curve; the curve containing *m* naturally is longer. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry, empty, induce*, etc.

### 135. WORD DRILL







|         |   |          |   |         |   |
|---------|---|----------|---|---------|---|
| bond    |  | band     |  | prevent |  |
| print   |  | prompt   |  | owned   |  |
| planned |  | blind    |  | rent    |  |
| plenty  |  | apparent |  | land    |  |

|         |   |          |   |           |   |
|---------|---|----------|---|-----------|---|
| around  |  | seemed   |  | grant     |  |
| entry   |  | second   |  | convent   |  |
| Indian  |  | fastened |  | ground    |  |
| empty   |  | signed   |  | trimmed   |  |
| refund  |  | event    |  | strained  |  |
| laundry |  | front    |  | winter    |  |
| joint   |  | framed   |  | inventory |  |
| sound   |  | exempt   |  | moaned    |  |
| found   |  | count    |  | doomed    |  |
| sent    |  | gained   |  | ashamed   |  |




















136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

|       |   |        |   |        |   |
|-------|---|--------|---|--------|---|
| old   |  | fold   |  | gold   |  |
| older |  | field  |  | killed |  |
| yield |  | failed |  | filed  |  |
| held  |  | wild   |  | child  |  |





















|      |   |        |   |          |   |
|------|---|--------|---|----------|---|
| hold |  | cold   |  | sealed   |  |
| sold |  | colder |  | appealed |  |

## 137. DAYS AND MONTHS

|           |   |          |   |           |   |
|-----------|---|----------|---|-----------|---|
| Sunday    |  | January  |  | August    |  |
| Monday    |  | February |  | September |  |
| Tuesday   |  | March    |  | October   |  |
| Wednesday |  | April    |  | November  |  |
| Thursday  |  | May      |  | December  |  |
| Friday    |  | June     |  |           |   |
| Saturday  |  | July     |  |           |   |

## 138. BRIEF FORMS FOR COMMON WORDS

|        |   |                        |   |          |   |
|--------|---|------------------------|---|----------|---|
| entire |    | refer,<br>reference    |    | receipt  |    |
| copy   |   | remit,<br>remittance   |   | unable   |  |
| stock  |  | suggest,<br>suggestion |  | enable   |  |
| stand  |  | individual             |  | invoice  |  |
| allow  |  | attention              |  | industry |  |
| draft  |  | acknowledge            |  | oblige   |  |

## 139. READING AND DICTATION PRACTICE

1 o u p o z z o o  
 e . e z - o u y  
 i o r p x . e - o z  
 C o b e s d b l . o o o  
 e e l t e o . e z  
 o z i x , z o . e t o  
 l ( M o . p h .  
 l e o r d o r l  
 o b . e o o y r z  
 z i e e l e z , z i  
 r o o o b o d l  
 e e l e h o . o  
 o o y e z z o o  
 i e p . y e z  
 o o b o l z e o .

## UNIT 17




























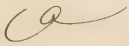


## JENT-PENT, DEF-TIVE BLENDS



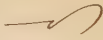



140. By rounding off the angle, as shown in the previous blends, the following useful signs for syllables are obtained:

 blended becomes  and expresses *jent-d, pent-d*













 blended becomes  and expresses *def-v, -tive*

## 141. WORD DRILL



















|          |   |           |   |          |   |
|----------|---|-----------|---|----------|---|
| spend    |    | cheapened |    | defeat   |    |
| expend   |    | carpenter |    | defer    |    |
| happened |    | pageant   |    | defy     |    |
| opened   |    | impending |    | divine   |    |
| cogent   |    | native    |    | deficit  |    |
| legend   |   | devout    |   | division |   |
| ripened  |  | divided   |  | device   |  |
| gentle   |  | defraud   |  | defend   |  |
| genteel  |  | defray    |  | defense  |  |
| Gentile  |  | endeavor  |  | define   |  |

|           |   |          |   |         |   |
|-----------|---|----------|---|---------|---|
| sensitive |  | positive |  | motive  |  |
| restive   |  | creative |  | captive |  |

## 142. SPECIAL BUSINESS FORMS

|                 |   |                      |   |
|-----------------|---|----------------------|---|
| Gentlemen       |  | Yours very sincerely |  |
| Dear Mr.        |  | Yours respectfully   |  |
| Messrs.         |  | Respectfully yours   |  |
| Yours sincerely |  | Very respectfully    |  |
| Sincerely yours |  | Cordially yours      |  |
| Very sincerely  |  | Yours cordially      |  |

## 143. BRIEF FORMS FOR COMMON WORDS

|        |   |                           |   |            |   |
|--------|---|---------------------------|---|------------|---|
| move   |    | differ-ent,<br>difference |    | quality    |    |
| agent  |   | approximate               |   | definite   |   |
| spirit |  | deliver,<br>delivery      |  | tomorrow   |  |
| credit |  | instant,<br>instance      |  | influence  |  |
| appear |  | response,<br>responsible  |  | mistake-n  |  |
| beauty |  | railway, rule             |  | altogether |  |































## 144. READING AND DICTATION PRACTICE

/ o r n , - v o l s  
 ~ ~ ~ ~ ~  
 6 44<sup>16</sup> ✓ u 84<sup>16</sup> , / e  
 o u } n / u 40 / t 1  
 n ~ , e e , 1 / t e  
 y t n b ~ ~ ~ ~  
 o n e , u r s d s ~  
 ~ e n n n / / n r  
 t l o o b u d y 1  
 y n 2 9 6 2 / 1 . ~  
 ~ t 40 / n r n n  
 2 2 n o n e l . 9  
 t e n , r , o h  
 o n e n / b n o ~  
 e s e 7 r ~ . d

## UNIT 18

## FREQUENT WORD-BEGINNINGS

145. The vowel is omitted in the syllables *be*, *de*, *re*, *dis*, and *mis*:

|          |   |          |   |            |   |
|----------|---|----------|---|------------|---|
| below    |    | discover |    | reason     |    |
| beneath  |    | dispel   |    | reasonable |    |
| besides  |    | dispatch |    | reception  |    |
| delay    |    | display  |    | review     |    |
| debate   |    | dislike  |    | revise     |    |
| deceit   |    | disgrace |    | replace    |    |
| decision |    | dismiss  |    | repent     |    |
| depress  |   | repair   |   | mis-laid   |  |
| depart   |  | resign   |  | mishap     |  |
| depend   |  | reform   |  | misery     |  |

146. The vowel is retained when *de* precedes *k*, *g*, as in *decay*, *degrade*.

147. The vowel in *re* is omitted only before a downward character, as in *re-place*, *repent*, *review*, *re-pair*, *re-sign*, *re-ception*.




## PHRASING PRINCIPLES




148. The word *had* when following a pronoun is expressed as shown in the following illustrations:

I had      he had      they had      we had      you had



















149. The phrases *was-not* and *is-not* are expressed easily and legibly by using the blending principle:

was not       he was not       it is not 

it was not       there was not       there is not 

NOTE: If the contractions *wasn't*, *isn't*, etc. need to be positively indicated, the apostrophe is placed above the forms.

## 150. BRIEF FORMS FOR COMMON WORDS

|  |   |   |
|--|---|---|
| record      | improve,<br>-ment            | newspaper,<br>inspect  |
| advertise   | acquaint,<br>-ance           | sufficient             |
| previous  | nevertheless,<br>envelope  | merchan-<br>dise     |
| occasion  | insure,<br>insurance       | determine            |
| quantity  | educate,<br>education      | pleasure             |
| hundred   | difficult,<br>difficulty   | catalogue            |

## 151. READING AND DICTATION PRACTICE

*[The page contains dense handwritten cursive script, likely bleed-through from the reverse side. The text is illegible due to the handwriting style.]*



## 152. WRITING PRACTICE

1. Apparently, this new house is endeavoring to underwrite the entire issue of the ship-canal bonds without calling upon any of the stronger and better-known houses.

2. Were you present yesterday evening at the reception to the new minister from France?

3. We have failed to find in the inventory any record of the number of batteries on hand December 31.

4. They discovered that the dispatch had not been delivered until after the stock market had opened.

5. The factory promptly made the consignee a satisfactory refund on the carload of goods.

6. It would be easier to replace those old buildings than to repair them.

7. I want you to change your window display every other day after closing hours.

8. The collection agency moved cautiously in the matter of collecting the old accounts that had been referred to it by the Retail Dealers' organization.

9. The Committee will hold its second session at the White House tomorrow morning.

Dear Madam: In the hope that we may be of some help to you in completing your shopping list for the summer season, we wish to call your attention to our mesh bags. Our complete line gives you a wealth of unusually pretty styles at very reasonable prices.





A visit to our Jewelry Department to look at these bags will prove profitable to you. Very truly yours,

## CHAPTER VII

























### UNIT 19





































#### TEN-DEN, TEM-DEM BLENDS

153. By blending *t* or *d* with *n* or *m* facile blends result, which make possible the writing of many syllables with but one movement of the pen:

 blended becomes  and expresses *ten, den*  
 blended becomes  and expresses *tem, dem*

#### 154. WORD DRILL

|           |   |            |   |         |   |
|-----------|---|------------|---|---------|---|
| sudden    |    | continue   |    | broaden |    |
| written   |    | continued  |    | danger  |    |
| threaten  |    | continues  |    | tender  |    |
| hidden    |   | continuous |   | denote  |   |
| extension |  | intention  |  | dinner  |  |
| evidence  |  | deny       |  | tonight |  |
| sentence  |  | distance   |  | tennis  |  |
| condense  |  | residence  |  | contain |  |
















|          |   |         |   |            |   |
|----------|---|---------|---|------------|---|
| cotton   |  | retain  |  | timber     |  |
| tenant   |  | item    |  | victim     |  |
| sustain  |  | items   |  | attendance |  |
| captain  |  | itemize |  | continent  |  |
| obtain   |  | academy |  | bulletin   |  |
| attain   |  | autumn  |  | tendency   |  |
| dense    |  | random  |  | attainable |  |
| button   |  | attempt |  | maintain   |  |
| sweeten  |  | freedom |  | estimate   |  |
| audience |  | bottom  |  | medium     |  |
| detain   |  | wisdom  |  | temple     |  |
| timid    |  | temper  |  | seldom     |  |

155. The blend is not employed when a strongly accented vowel or diphthong occurs in the syllable. Such words as *dean*, *dine*, *team*, *tame*, *dome*, *dime*, and other words of one syllable are written in full. The syllable *tain*, as in *maintain*, *attain*, however, is expressed by *ten*.











156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference.

## PHRASING PRINCIPLES

157. The blending principle makes possible some interesting and valuable phrases:

|         |   |            |   |               |   |
|---------|---|------------|---|---------------|---|
| to me   |  | to make    |  | at any time   |  |
| to my   |  | at once    |  | in due course |  |
| to meet |  | it must be |  | in due time   |  |
| to mean |  | it may be  |  | what to do    |  |
| to know |  | at any     |  | to draw       |  |

158. When *do-not* is preceded by a pronoun, it is expressed by the sign *den*:

|                  |   |                   |   |
|------------------|---|-------------------|---|
| I do not         |    | we do not believe |    |
| I do not see     |    | they do not       |    |
| I do not know    |   | they do not know  |   |
| I do not believe |  | you do not        |  |
| we do not        |  | you do not know   |  |

159. When necessary, *don't* may be distinguished from *do not* by writing *don* for *don't*, thus:

|         |   |          |   |            |   |
|---------|---|----------|---|------------|---|
| I don't |  | we don't |  | they don't |  |
|---------|---|----------|---|------------|---|

## 160. READING AND DICTATION PRACTICE

For many years  
I have been  
very busy with my  
work and have not  
had time to write  
to you. I am  
now at home and  
will be able to  
write to you more  
often. I am  
very glad to hear  
from you and  
hope you are  
well. I am  
very much  
affectionately  
yours,  
John D. Smith

## UNIT 20

## METHOD OF EXPRESSING R

161. A circle or loop is written with the left motion to express *r* following the vowel:

Between a downward character, *(( )) / /*,

and a forward straight stroke, */ / — —* ; compare the following forms:

*Right-motion:* chat *f* sham *f* bin *f* fame *f*

*Left-motion:* chart *f* charm *f* burn *f* farm *f*

NOTE: The circle is placed *above* the next stroke after *p*, *b*, as in *burn*, *bird*, and below the next stroke in all others, as in *charm*, *farm*.

There is a tendency in rapid writing to curve a straight line when it is followed by a circle. Therefore the distinctive method of joining the circle when it is written with left motion after straight strokes is adopted to prevent any possibility of misreading. Compare *germ* and *bird* in the following drill:

## 162. WORD DRILL

|        |          |         |          |          |          |
|--------|----------|---------|----------|----------|----------|
| barn   | <i>f</i> | spurt   | <i>f</i> | cheered  | <i>f</i> |
| bird   | <i>f</i> | spared  | <i>f</i> | shared   | <i>f</i> |
| period | <i>f</i> | experts | <i>f</i> | repaired | <i>f</i> |
| barter | <i>f</i> | shirt   | <i>f</i> | chairman | <i>f</i> |
| burner | <i>f</i> | charter | <i>f</i> | germ     | <i>f</i> |













|           |  |         |  |           |  |
|-----------|--|---------|--|-----------|--|
| convert   |  | farmer  |  | varnish   |  |
| avert     |  | farmers |  | pertain   |  |
| adjourn   |  | fern    |  | burden    |  |
| adjourned |  | fertile |  | pertinent |  |

163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

|               |  |           |  |           |  |
|---------------|--|-----------|--|-----------|--|
| cart          |  | courtesy  |  | guarantee |  |
| card          |  | courteous |  | girder    |  |
| curt          |  | mart      |  | smart     |  |
| guard         |  | merit     |  | lard      |  |
| guard-<br>ian |  | skirt     |  | flirt     |  |
| garden        |  | inert     |  | alert     |  |

164. Before straight lines, *s* in *ser*, *cer*, *sar*, and *th* in *ther*, *thir*, may be written contrary to the usual method of joining to express *r*:

























|         |  |         |  |          |  |
|---------|--|---------|--|----------|--|
| desert  |  | concert |  | insert   |  |
| discern |  | concern |  | inserted |  |

|           |   |         |   |                  |   |
|-----------|---|---------|---|------------------|---|
| insertion |  | search  |  | sermon           |  |
| assert    |  | serge   |  | third            |  |
| asserted  |  | surgeon |  | thirty           |  |
| assertion |  | surmise |  | thermom-<br>eter |  |

























**165. R Omitted.** In many words containing *ar*, *er*, *or*, *ir*, as in the words *large*, *serve*, *warm*, *sort*, *firm*, *circle*, *corner*, the *r* is omitted.

In applying this principle advantage is simply taken of dropping a sound that ordinarily is not stressed in speaking.

#### 166. WORD DRILL

|          |   |         |   |           |  |
|----------|---|---------|---|-----------|--|
| large    |    | reverse |    | endorse   |     |
| larger   |    | reserve |    | surprise  |     |
| learn    |    | toward  |    | surplus   |     |
| turn     |  | towards |   | orchestra |  |
| terms    |  | sport   |  | quarter   |   |
| north    |  | born    |  | war       |   |
| northern |  | board   |  | warn      |   |
| cord     |  | border  |  | warmth    |  |












|          |   |           |   |            |   |
|----------|---|-----------|---|------------|---|
| warrant  |  | court     |  | western    |  |
| serve    |  | source    |  | modern*    |  |
| service  |  | storm     |  | southern   |  |
| services |  | firm      |  | assortment |  |
| surface  |  | circle    |  | nervous    |  |
| sort     |  | certain   |  | worry      |  |
| corn     |  | ascertain |  | worth      |  |
| corner   |  | eastern*  |  | worthy     |  |

\*The syllables *tern*, *dern* are expressed by *ten*.

167. The termination *worthy*, as in *noteworthy*, *trustworthy*, is expressed by *th̄*, and *worth* by *ūth*, thus:

noteworthy  trustworthy  Ainsworth 

168. The Syllable *Ther*. The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

mother  bother  father\*   
 neither  brother  leather   
 gather  weather  hitherto 

\*The left-motion *th* is used in *father* to distinguish this word from *faith*, which otherwise would have the same form.



## UNIT 21

## COMMON PREFIXES AND SUFFIXES








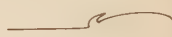



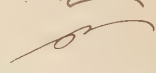







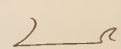

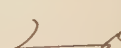






170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ify* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

|            |  |          |  |            |  |
|------------|--|----------|--|------------|--|
| forget     |  | useful   |  | itself     |  |
| forgive    |  | notify   |  | themselves |  |
| forgotten  |  | modify   |  | ourselves  |  |
| foresee    |  | certify  |  | yourselves |  |
| furniture  |  | dignify  |  | courage    |  |
| furnish    |  | simplify |  | storage    |  |
| awful      |  | myself   |  | baggage    |  |
| wonderful  |  | yourself |  | manager    |  |
| helpful    |  | himself  |  | average    |  |
| thoughtful |  | herself  |  | package    |  |

NOTES: (1) The syllable *ture* is written *tr*. (2) The vowel in *baggage* is omitted to distinguish the form from *package*. (3) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*. When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*.

## PHRASING PRINCIPLES

171. In phrases, the words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, *sure*, *possible*, are modified as shown below:

|                       |   |                            |   |
|-----------------------|---|----------------------------|---|
| to <i>him</i>         |    | at an early date           |    |
| I told him            |    | days <i>ago</i>            |    |
| we told him           |    | weeks <i>ago</i>           |    |
| I <i>hope</i>         |    | months <i>ago</i>          |   |
| we <i>hope</i>        |    | years <i>ago</i>           |    |
| I <i>hope</i> to hear |    | day or two <i>ago</i>      |    |
| I am <i>sorry</i>     |    | week or two <i>ago</i>     |    |
| we are <i>sorry</i>   |    | as near as <i>possible</i> |    |
| I <i>want</i>         |    | <i>few</i> days            |    |
| you <i>want</i>       |   | <i>few</i> months          |   |
| we <i>want</i>        |  | <i>few</i> minutes         |  |
| if you <i>want</i>    |  | be <i>sure</i>             |  |
| do you <i>want</i>    |  | we are <i>sure</i>         |  |
| <i>early</i> reply    |  | I am <i>sure</i>           |  |

## 172. READING AND DICTATION PRACTICE

U. The Egre. e  
 2 - ng b. s. g. o. r  
 a - i. n. e. o. o. s. r. e.  
 . n. d. e. b. h. l.  
 2 b. b. r. 1 o. r. e.  
 b. V. n. o. o. o. o. - b. o. d  
 n. o. o. o. o. o. b. o. d. b. o. d  
 d. - b. b. b. b. o. n.  
 r. n. o. o. o. o. o. o. o. o.  
 b. b. b. b. b. b. b. b.  
 . n. o. o. o. o. o. o. o. o.  
 b. b. b. b. b. b. b. b.  
 n. o. o. o. o. o. o. o. o.  
 o. o. o. o. o. o. o. o.  
 b. b. b. b. b. b. b. b.

## 173. WRITING PRACTICE

1. This land is apparently owned by a group that received it as a grant from the Government, and I believe it is tax exempt.

2. The trend is to employ better-trained people in the printing industries, to prevent the losses entailed by errors in judgment.

3. We look for a cold winter, which will have a pronounced effect on the lumber market in this section.

4. We are sorry that the catalogue did not reach you in time to be of service in this particular instance.

5. If you want to see him in regard to the matter about which we talked yesterday, phone him; and if he is unable to see you, then he will arrange for a meeting at a later date.

6. We have looked over the carbon copy of the letter in question and are unable to find any reference to previous prices.

7. Sufficient improvement has been noted in the trend of the market to suggest that you buy now.

8. The vowel is inserted in the word "package" to enable the writer instantly to tell the difference between the forms for "package" and "baggage."

9. While at the village, I received a message from my employer asking me to send the package to his foreign address.

10. I have forgotten his name, but I suppose the hotel people will remember him.

11. The paper has been properly signed by the joint owners and sent to the land office.

# CHAPTER VIII


































## UNIT 22

### OMISSION OF FINAL T

174. When slightly enunciated, *t* is omitted at the end of many words.

























#### WORD DRILL

(*t* omitted after *s*)

|         |   |         |   |            |   |
|---------|---|---------|---|------------|---|
| best    |    | largest |    | adjust     |    |
| rest    |    | modest  |    | adjustment |    |
| west    |    | hardest |    | disgust    |    |
| test    |    | earnest |    | insist     |    |
| latest  |    | honest  |    | consist    |    |
| contest |    | request |    | persist    |    |
| protest |    | finest  |    | resist     |    |
| detest  |   | past    |  | exist      |  |
| invest  |  | last    |  | artist     |  |
| oldest  |  | just    |  | exhaust    |  |
| forest  |  | justice |  | cost       |  |



















## 175. WORD DRILL

(t omitted after k, p, den)

|         |   |         |   |           |   |
|---------|---|---------|---|-----------|---|
| act     |  | project |  | induct    |  |
| enact   |  | affect  |  | adapt     |  |
| fact    |  | defect  |  | adopt     |  |
| exact   |  | detect  |  | abrupt    |  |
| contact |  | strict  |  | president |  |
| elect   |  | conduct |  | evident   |  |
| select  |  | product |  | resident  |  |
| erect   |  | deduct  |  | student   |  |

## 176. WORD DRILL

(t is written in the following words)

|       |   |        |   |         |   |
|-------|---|--------|---|---------|---|
| lost  |    | dust   |    | worst   |    |
| east  |   | taste  |   | distant |   |
| fast  |  | missed |  | intent  |  |
| cast  |  | mixed  |  | content |  |
| vast  |  | post   |  | extent  |  |
| least |  | coast  |  | patent  |  |







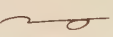





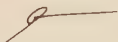









## UNIT 23

## OMISSION OF D













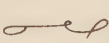


178. When slightly enunciated, *d* is often omitted:

|         |   |          |   |           |   |
|---------|---|----------|---|-----------|---|
| mind    |  | dividend |  | expound   |  |
| remind  |  | intend   |  | compound  |  |
| command |  | extend   |  | compounds |  |
| demand  |  | extends  |  | abound    |  |
| diamond |  | pound    |  | beyond    |  |

179. The *d* is written in the following words:

|         |   |         |   |        |   |
|---------|---|---------|---|--------|---|
| commend |  | contend |  | attend |  |
|---------|---|---------|---|--------|---|

180. *D* is omitted when it immediately precedes *m* or *v*:

|                 |   |                |   |               |   |
|-----------------|---|----------------|---|---------------|---|
| admit           |    | admir-<br>able |    | admon-<br>ish |    |
| admit-<br>tance |   | advent         |   | adverb        |   |
| admitted        |  | adventure      |  | admire        |  |
| advocate        |  | adverse        |  | advance       |  |
| admira-<br>tion |  | adversary      |  | advise(ce)    |  |

181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule the initial vowel also is omitted to facilitate phrasing, as illustrated in the

following useful phrases:

we admire

in advance

we advise

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

contested

insisted

extended

requested

demanded

compounded

### PREFIXES AND SUFFIXES

183. The syllable *ul* is expressed by the *oo*-hook; *al* (pronounced *aw-l*), by the *o*-hook. The sign *al* has already been given in the words *also*, *almost*. *Sub* is expressed by a joined *s*; *less*, by *l*:

ulster

alterna-  
tive

subway

ultima-  
tum

submit

thought-  
less

almanac

substance

home-  
less

alternate\*

subside

needless

\*For convenience, the root form of the word *alter* is retained in derivative forms, although the pronunciation changes.

184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as in *suburb*, *sublime*, *subchief*, *subjoin*.

185. When *sub* is followed by a circle vowel, *s* is disjoined and placed on the line close to the following character, thus:

subeditor

subhead

## 186. BRIEF-FORM DERIVATIVE DRILL

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## 187. KEY TO BRIEF-FORM DRILL
























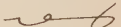
1. acceptable, acknowledgment, addressed, addressee, advantageous, advisable, agreeable; 2. agreement, agreed, answers, appearance, appointment, asked; 3. beautiful, booklet, bookkeeping, careful, causes, charged, clearly; 4. collectible, considerably, correspondent, credits, desirous, educational; 5. effective, enclosure, explanation, favorable, favorite, favors, forced; 6. formerly, fully, greater, greatly, goodness, houses; 7. kindness, kindest, kindly, letters, likely, longer; 8. longest, mostly, myself, namely, names, obligations; 9. occasionally, preparation, publisher, purchaser, qualities, recovered, regardless, regards; 10. representative, satisfactorily, necessarily, necessity, successfully, surely, usually, unusual, wished.





















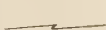



## UNIT 24

## PHRASING PRINCIPLES

189. **Words Omitted.** Any unimportant word may be omitted where the sense requires its restoration in transcribing:

|                 |   |                            |   |
|-----------------|---|----------------------------|---|
| in the world    |    | here and there             |    |
| ought to be     |    | ought to have              |    |
| day or two      |    | ought to receive           |    |
| more or less    |    | in reply to your           |    |
| little or no    |    | for the time being         |    |
| one or two      |    | question of time           |    |
| week or two     |    | out of the question        |    |
| son-in-law      |   | one of the most            |   |
| one of our      |  | sooner or later            |  |
| in order to see |  | in a week or two           |  |
| some of them    |  | in reference to the matter |  |
| some of those   |  | in regard to the matter    |  |

|                 |   |                       |   |
|-----------------|---|-----------------------|---|
| up to the time  |  | glad to see           |  |
| by the way      |  | I am of the opinion   |  |
| on the market   |  | in such a manner      |  |
| on the subject  |  | kindly let us know    |  |
| on the question |  | in order to prepare   |  |
| in the matter   |  | little or nothing     |  |
| in the market   |  | one of the best       |  |
| hand in hand    |  | in a day or two       |  |
| that is to say  |  | on account of the way |  |
| able to say     |  | I should like to have |  |
| more and more   |  | I should like to know |  |

NOTES: 1. To secure facility in execution, split up long phrases and practice progressively, as, for example, *I should, I should like, I should like to know.*

2. The use of such expressions as *in reply to your, for the time being, in regard to the matter*, etc. is to be discouraged. They are not sanctioned by careful writers of English. Nevertheless they are still widely in use in business correspondence, and to prepare students for the kind of dictation they will receive, it is necessary to draw attention to these phrases.

## 190. READING AND DICTATION PRACTICE

1. 7 10 15. n n  
 o w. 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 2. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 3. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 4. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 5. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 6. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 7. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 8. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 9. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 10. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



## 191. WRITING PRACTICE

1. We feel that the extension of the project will not in any way affect the operating costs.

2. The demand for the compound is beyond our power to handle, as the supply of raw products is very limited.

3. I admit that we must admire the way in which he managed his company through a desperate period in its history.

4. We shall attempt to adjust the price of the product to the figure you name, but it is evident that the existing cost of raw products will make this very difficult.

5. Just how the act will affect the sales is hard to predict, but I am almost sure that an adjustment is necessary. The worst feature of the arrangement for the extension of the coast line is that it will greatly reduce, if not exhaust, our present surplus.

6. It is evident from your latest request that you are against the extension of the bond issue, but it is hoped that as a student of finance you will realize that the extension of our operating capital is consistent with modern methods.

7. Stocks and bonds are the two forms of investment most often chosen by the young man or young woman who has heeded the saying we have all heard nearly every day since we were born, that is, "The wise man spends less than he receives."

8. Therefore, when you are ready to start investing, it is much the best plan to rely on an investment bank to recommend the type of investment exactly suited to your needs. It will save you a lot of worry and will cost you nothing.

# CHAPTER IX

## UNIT 25































### THE ABBREVIATING PRINCIPLE

192. The application of the abbreviating principle discussed in Chapter I, paragraph 23, many illustrations of which previously have been given, is more or less flexible and depends to a large extent upon the familiarity of the writer with the words and subject matter in the dictation. Note how the principle is applied in the following illustration:

It is possible that the success of the magazine may  
*1 6 2 3 4 5 6*  
make it necessary to change the policy of the association  
*7 8 9 10 11 12 13*  
at the next meeting in Philadelphia sometime in January.  
*14 15 16 17 18 19 20*  
Have you a memorandum of their financial standing?  
*21 22 23 24 25 26 27*  
The February number will contain an original story.  
*28 29 30 31 32 33 34*





















The abbreviating principle is not employed when advantage may be taken of analogical or definite word-building rules, and it should not be employed when easily written word forms are possible without it. A good rule to apply to any word is: When in doubt, write it out.

**193. Short Words.** In a small but useful group of common words—many illustrations of which have been given throughout this manual in “Brief Forms for Common Words”—the form stops with a diphthong or a strongly accented vowel:

|          |   |            |   |           |   |
|----------|---|------------|---|-----------|---|
| arri(ve) |    | lou(d)     |    | li(ght)   |    |
| deri(ve) |    | sou(th)    |    | pri(vate) |    |
| enga(ge) |    | poo(r)     |    | glo(ry)   |    |
| stri(ke) |    | pu(re)     |    | invi(te)  |    |
| gra(de)  |    | cu(re)     |    | provi(de) |    |
| tra(de)  |    | pecu(liar) |    | procee(d) |   |
| dou(bt)  |  | confu(se)  |  | deci(de)  |  |
| crow(d)  |  | excu(se)   |  | preva(il) |  |
| prou(d)  |  | refu(se)   |  | repe(at)  |  |
| stoo(d)  |  | beca(me)   |  | opera(te) |  |





























194. **Long Words.** An analysis of hundreds of words shows that the abbreviations of long words fall into three classes, from which the following rules have been established:

195. If there is a longhand abbreviation, it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

|                        |   |                           |   |
|------------------------|---|---------------------------|---|
| amount<br>(amt.)       |    | R.R.                      |    |
| balance<br>(bal.)      |    | O.K.                      |    |
| boulevard<br>(blvd.)   |    | free on board<br>(f.o.b.) |    |
| discount<br>(dis.)     |    | paid (pd.)                |    |
| magazine<br>(mag.)     |    | Street* (St.)             |    |
| England<br>(Eng.)      |    | horse power<br>(h.p.)     |    |
| memorandum*<br>(memo.) |   | U. S.                     |   |
| post office<br>(P.O.)  |  | U. S. A.                  |  |
| equivalent<br>(equiv.) |  | ultimo<br>(ult.)          |  |
| America<br>(Am.)       |  | etc.                      |  |

\**Memoranda* is written *mema*; *street* is written *st* only with a street name, otherwise *str.*

196. Write through the accented syllable if the outline is distinctive. Illustrations: *abbrev* for *abbreviate*; *lang* for *language*; *elab* for *elaborate*, etc.:

|                                 |   |                             |   |
|---------------------------------|---|-----------------------------|---|
| authent(ic)                     |    | leng(th)                    |    |
| cap(able)                       |    | lib(erty)                   |    |
| certif(icate)                   |    | mater(ial)                  |    |
| conven(ience),<br>conven(ient)  |    | of(fer)                     |    |
| coop(erate)                     |    | orig(inal)                  |    |
| cus(tom)                        |    | pleas(ant)                  |    |
| depos(it)                       |    | pop(ular)                   |    |
| devel(op)                       |    | pol(icy)                    |    |
| dup(licate)                     |    | prej(udice)                 |    |
| estab(lish)                     |   | prin(ciple),<br>prin(cipal) |   |
| finan(cial)                     |  | rel(ative)                  |  |
| illus(tration),<br>illus(trate) |  | priv(ilege)                 |  |
| imag(ination),<br>imag(ine)     |  | trav(el)                    |  |
| lang(uage)                      |  | un(ion)                     |  |



## UNIT 26



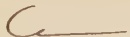







## THE ABBREVIATING PRINCIPLE

(Continued)

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form.



















To illustrate, writing *ab* for the word *absent* would not be sufficiently distinctive, but by writing *abs*, the word is immediately suggested. In context, *at* would not suggest *attitude* or *attribute*, but *atit* and *atrib* would furnish perfectly legible forms:

|                                |  |                       |  |
|--------------------------------|--|-----------------------|--|
| abs(ent),<br>abs(ence)         |  | essential<br>(esensh) |  |
| abso(lute)                     |  | frequ(uent)           |  |
| accomp(lish)                   |  | indic(ate)            |  |
| appreciate,<br>-tion (appresh) |  | journ(al)             |  |
| associa(tion)<br>(asosh)       |  | loc(al)               |  |
| attit(ude)                     |  | splend(id)            |  |
| benef(it)                      |  | recipr(ocate)         |  |
| canc(el)                       |  | num(erous)            |  |
| corp(oration)                  |  | ordin(ary)            |  |
| enthus(iasm)                   |  | spec(ify)             |  |

|             |   |                  |   |
|-------------|---|------------------|---|
| perman(ent) |  | simil(ar)        |  |
| promin(ent) |  | social<br>(sosh) |  |
| pract(ice)  |  | tit(le)          |  |
| rend(er)    |  | tot(al)          |  |
| separ(ate)  |  | territ(ory)      |  |

## OMISSION OF VOWEL BEFORE "SHUN"

199. The vowel is omitted in the terminations *tition*, *tation*, *dition*, *dation*, *niton*, *nation*, *mission*, *mation*:

|             |   |               |   |
|-------------|---|---------------|---|
| repetition  |    | consolidation |    |
| competition |    | commission    |    |
| station     |    | information   |    |
| quotation   |    | permission    |    |
| notation    |  | intimation    |   |
| edition     |  | definition    |  |
| addition    |  | combination   |  |
| condition   |  | recognition   |  |
| foundation  |  | destination   |  |








## UNIT 27


## COMPOUND WORDS


201. A number of compounds may be obtained by joining brief forms:

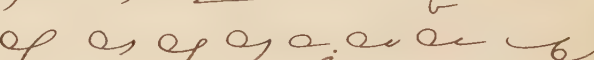
any: 


be: 

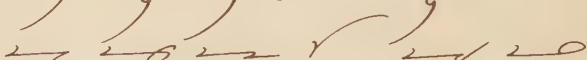
ever-y: 


here: 

there: 

where: 

soever: 

some: 

with: 

## 202. KEY TO COMPOUND WORDS

*any*: anybody, anyone, anywhere, anyhow, anyway.  
*be*: before, beforehand, behindhand, belong, beside, besides.  
*ever-y*: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.  
*here*: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.  
*there*: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

*where:* whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

*soever:* whatsoever, wheresoever, whensoever, whosoever, whomsoever.

*some:* somebody, somehow, someone, sometime, somewhat, somewhere.

*with:* within, withstand, forthwith, notwithstanding.

NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *sometime*, *somewhere*, and the compounds beginning with *every*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

### 203. IRREGULAR COMPOUNDS

meanwhile

otherwise

thanksgiving

### FIGURES, ETC.

204. After numerals the word *dollars* is expressed by *d*; *hundred* by *n* placed under the numeral; *thousand* by *th*; *million* by *m* placed on the line close to the numeral; *billion* by *b*; *pounds* (weight or money) by *p*; *gallons* by *g*; *barrels* by *br*; *bushels* by *bsh*; *feet* by *f*; *francs* by *fr*; *cwt.* by *nw*; *o'clock* by *o* placed over the numeral:

|       |  |         |  |                |  |
|-------|--|---------|--|----------------|--|
| \$5   |  | 5,000   |  | 5,000,000*     |  |
| 500*  |  | \$5,000 |  | \$5,000,000    |  |
| \$500 |  | 500,000 |  | 5 lbs. (or £5) |  |

\*The sign for *hundred* is placed beneath the figure to distinguish it positively from *million*, which is written beside the figure.

|                       |   |           |   |            |                |
|-----------------------|---|-----------|---|------------|----------------|
| 500 lbs.<br>(or £500) | 5 | 5 barrels | 5 | 5 o'clock  | 5 <sup>c</sup> |
| £5,000                | 5 | 5 bushels | 5 | 500 feet   | 5              |
| £500,000              | 5 | 5 feet    | 5 | 5 francs   | 5              |
| 5 gallons             | 5 | 5 cwt.    | 5 | 500 francs | 5              |

205. The above signs may be used after the article *a* and such words as *per*, *few*, *several*:

|             |     |                         |    |
|-------------|-----|-------------------------|----|
| a dollar    | ./  | several hundred         | 5  |
| a pound     | ./  | several hundred dollars | 5  |
| a million   | . — | a thousand dollars      | ./ |
| a gallon    | . — | few thousand dollars    | 5  |
| per hundred | C   | a hundred thousand      | ./ |

206. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars, the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to *per cent*.

|                 |                |                |                         |
|-----------------|----------------|----------------|-------------------------|
| \$8.50          | five cents     | five per cent  | five per cent per annum |
| 8 <sup>50</sup> | 5 <sup>'</sup> | 5 <sub>,</sub> | 5 <sub>n</sub>          |

## 207. READING AND DICTATION PRACTICE

1. 2 3 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27 28 29 30  
 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50  
 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70  
 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90  
 91 92 93 94 95 96 97 98 99 100

## 208. WRITING PRACTICE

1. A few thousand dollars will be needed to begin the repairs on the bridge at Omaha. It is estimated that the total cost will be about \$50,000.

2. Owing to the strike, the goods are coming through in very poor condition, and many of the shipments must be refused.

3. A trial of the peculiar device showed that it was not capable of developing even approximately the power claimed for it.

4. We are anxious to be invited to the private view of this new establishment, and especially of its elaborate and conspicuously beautiful decorations.

5. We are somewhat accustomed to abbreviating words in writing the English language in longhand. This expedient is especially applicable and convenient in writing rapidly. The principle is capable of great development and offers a ready means of providing easy forms for many long words that would otherwise require more elaborate and consequently less fluent outlines.

6. In the Post Office Guide it is suggested that in addressing envelopes the name of the state, written on a line by itself, is more convenient in handling the mail.

7. A peculiar situation has arisen that is likely to prejudice the development and policy of this financial institution.

8. The Reverend Mr. Smith took a conspicuously benevolent attitude toward a policy that was not likely to be successful.

9. A regular feature of the establishment was the inauguration of a fashion show each month.

# CHAPTER X

## UNIT 28

### ANALOGICAL WORD-BEGINNINGS—DISJOINED











209. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line, very close to the remainder of the word:

|                                    |  |
|------------------------------------|--|
| centr-, center                     |  |
| contr-, counter                    |  |
| constr-                            |  |
| detr-, deter                       |  |
| distr-, destr-                     |  |
| electr-,<br>(or electric)          |  |
| extr-, extër,<br>(or excl-)        |  |
| intr-, inter,<br>enter, (or intel) |  |
| instr-                             |  |
| retr-                              |  |
| restr-                             |  |

## 210. KEY TO ANALOGICAL WORD-BEGINNINGS

1. central, center, centralize, centralization, centrifugal.
2. contract, contrary, control, contribute, contrast, counterpart, counter-sign.
3. construct, construction, constrain, constraint, construe, construed.
4. detriment, detrimental, deteriorate, detract, detraction.
5. destroy, distribute, distribution, distract, distraction.
6. electric, electrical, electrolysis, electric light.
7. extra, extreme, extraordinary, exterior, extricate, exclusive, exclamation.
8. interest, interesting, enter, entered, entertain, interfere, introduce, intelligence.
9. instruct, instruction, instrument, instruments, instrumental.
10. retreat, retract, rétraction, retribution, retrieve, retrogression.
11. restrain, restraint, restrict, restriction.

211. In forming the derivatives of words ending in *ct*, as in *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rules given in Chapter VIII), and also in its derivatives:

|              |   |             |   |
|--------------|---|-------------|---|
| contracted   |   | instructed  |   |
| contractor   |  | instructor  |  |
| constructed  |  | instructive |  |
| constructor  |  | extracted   |  |
| constructive |  | restrictive |  |



|           |  |           |  |
|-----------|--|-----------|--|
| detracted |  | affected  |  |
| active    |  | defective |  |
| effected  |  | detected  |  |
| effective |  | detective |  |

## ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

212. Some very useful forms are obtained by joining simple syllable characters, such as *in*, *un*, *dis*, *re*, *non*, to the signs for disjoined word-beginnings:

|                |  |                |  |
|----------------|--|----------------|--|
| uncontrolled   |  | redistribute   |  |
| unrestrained   |  | disinterested  |  |
| uninteresting  |  | indestructible |  |
| uninstructed   |  | inextricable   |  |
| concentration  |  | eccentric      |  |
| reconstruction |  | misinterpret   |  |

## 213. READING AND DICTATION PRACTICE



## UNIT 29

## 214. ANALOGICAL WORD-BEGINNINGS—DISJOINED

(Continued)

|                        |       |   |   |   |   |   |   |   |   |
|------------------------|-------|---|---|---|---|---|---|---|---|
| agr-<br>aggr-          | ..... | q | o | o | o | o | o | o | o |
| ant-                   | o     | o | o | o | o | o | o | o | o |
| decl-                  | o     | o | o | o | o | o | o | o | o |
| incl-                  | o     | o | o | o | o | o | o | o | o |
| magn-<br>(or Mc)       | o     | o | o | o | o | o | o | o | o |
| multi                  | o     | o | o | o | o | o | o | o | o |
| over                   | ..... | o | o | o | o | o | o | o | o |
| para*                  | o     | o | o | o | o | o | o | o | o |
| post*                  | o     | o | o | o | o | o | o | o | o |
| recl-                  | o     | o | o | o | o | o | o | o | o |
| self, circu,<br>circum | o     | o | o | o | o | o | o | o | o |
| grand                  | ..... | o | o | o | o | o | o | o | o |

\*The prefix *para* is written above the rest of the word; *post* is written on the line close before the following character.

|                 |   |
|-----------------|---|
| short,<br>ship  | ... <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> |
| super,<br>supre | <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i>     |
| susp-<br>suscep | <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i>     |
| trans           | <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i>     |
| under           | ... <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> <i>l</i> |

## 215. KEY TO ANALOGICAL WORD-BEGINNINGS

1. agree, agreeable, agreement, agriculture, aggravate, aggressive, disagree, disagreeable.
2. anticipate, anticipation, antagonize, antecedent, anterior.
3. declare, declaration, decline, declined, declaim, declamation.
4. include, incline, inclination, inclined, inclusion, inclusive, inclement.
5. magnify, magnitude, magnificent, magnet, McNeil.
6. multitude, multiple, multiply, multiplication.
7. over, overlook, overtake, overcoat, overthrow, overcome.
8. paragraph, parallel, paramount, paradise, paralysis, parasite.
9. postage, postal, postmaster, postpone, postman.
10. recline, reclined, reclaim, reclamation, recluse.
11. selfish, self-confident, self-control, circular, circulation, circumstances, circus.
12. grand, grandson, granddaughter, grandmother, grandfather.
13. short, shorter, shorten, shortage, shortly, shortsighted, shipshape, shipwreck, shipyard.
14. superintend, superior, supervise, support, supreme, supremacy, superb, supersede.
15. suspect, suspected, suspicious, suspicion, susceptible, suspend, suspense, suspension.
16. transact, transacted, transaction, transfer, translation, transport, transfix.
17. under, understanding, undertake, understood, underneath, underline, underwrite.

## 216. ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

(Continued)

|               |    |                    |    |
|---------------|----|--------------------|----|
| self-interest | 5  | disinclined        | 16 |
| unselfish     | 7  | disinclination     | 17 |
| unparalleled  | 21 | self-contradiction | 20 |
| unsuspected   | 22 | unsusceptible      | 23 |
| self-control  | 24 | untransacted       | 25 |
| unsuspicious  | 26 | unrestricted       | 27 |

## 217. READING AND DICTATION PRACTICE









29 m h a n, 5 2  
 h e f u e s  
 m. e 7 f 2 9.  
 2 1 v f u e s, r  
 9 o o o e n d y  
 e u i e - , 9 6  
 2 1 o o 6 5 4 5 4

[illegible]











## UNIT 30

## PHRASING PRINCIPLES







218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This rule is extended to the words *understand* and *understood* when they are preceded by a pronoun, a brief form, or a short phrase form:

|               |   |                       |   |
|---------------|---|-----------------------|---|
| misunderstand |  | I understand          |  |
| misunderstood |  | I do not understand   |  |
| I understood  |  | I cannot understand   |  |
| we understood |  | thoroughly understood |  |






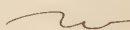
219. The words *extra*, *enter*, *over*, *under*, *short*, *center*, *counter*, *agree*, *grand* are expressed by the prefixal forms placed over the next word:

|                |   |                     |   |
|----------------|---|---------------------|---|
| extra discount |   | under consideration |   |
| enter the      |  | extra fare          |  |
| enter into     |  | short time          |  |
| over the       |  | center line         |  |
| under any      |  | agree with you      |  |







220. The word *done* is expressed by the *den* blend in many phrases:

|               |   |                |   |
|---------------|---|----------------|---|
| have done     |  | will be done   |  |
| has been done |  | would be done  |  |
| has done      |  | should be done |  |





221. In many phrases the word *than* is expressed by *n*:

|              |   |              |   |
|--------------|---|--------------|---|
| quicker than |  | rather than  |  |
| better than  |  | nearer than  |  |
| sooner than  |  | greater than |  |

222. Many useful business phrases may be secured by slightly modifying the form for *us*:


















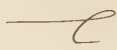










|          |   |         |   |
|----------|---|---------|---|
| give us  |    | to us   |    |
| tell us  |   | let us  |   |
| write us |  | mail us |  |

223. In many phrases *department* is expressed by a disjoined *d*:

|                     |   |                       |   |
|---------------------|---|-----------------------|---|
| credit department   |  | purchasing department |  |
| shipping department |  | accounting department |  |



224. In a number of phrases the word forms are modified or a word is omitted where the grammatical construction of the sentence would compel its restoration when transcribing:

|                |   |                           |   |
|----------------|---|---------------------------|---|
| of course      |    | whether or not            |    |
| at once        |    | at all events             |    |
| at any rate    |    | to some extent            |    |
| great deal     |    | to a great extent         |    |
| I always       |    | to such an extent         |    |
| on hand        |    | at the same time          |    |
| as follows     |    | in other words            |    |
| whole lot      |    | once in a while           |    |
| one another    |    | in my opinion             |    |
| day's sight    |    | in the first place        |   |
| do you know    |  | as soon as possible       |  |
| great pleasure |  | as a matter of fact       |  |
| your order     |  | on account of<br>the fact |  |
| first class    |  | over and over<br>again    |  |



## 226. WRITING PRACTICE

1. The supreme test of his intelligent understanding of the transaction was revealed in his superior statement regarding it.

2. A shortage in the shipment was discovered by the superintendent, who immediately took the matter up with his superior.

3. We suspect that the error in judgment was due entirely to his susceptible and unsuspicious nature, as well as to his shortsightedness.

4. We shall not overlook his tendency to overcharge our batteries, something that will be overcome by the simple expedient of giving the undertaking to McLain.

5. The instructor attempted to restrain his students from further controversy about the peculiar effects of electrolysis, to say nothing of the heated discussion about centrifugal and centripetal forces.

6. His disinterested attitude led to an unparalleled controversy.

7. Mr. McFadden seemed disinclined to enter into the agreement owing to the aggressive policy and the superior air of the gentleman representing the Paramount Overcoat Corporation.

8. The transfer of the contract may be easily effected, but I am inclined to think that it will be disadvantageous.











9. Both the interior and exterior finishes were designed by Mr. McLaren, of McLaren, McNamara & McIntyre.

10. The reconstruction of the dam was resisted by a multitude of citizens because of the extraordinary declivity of the adjacent walls of the cliff, which would necessitate much extra construction.

# CHAPTER XI

## UNIT 31

### 227. ANALOGICAL WORD-ENDINGS—JOINED

|                            |   |
|----------------------------|---|
| -scribe,<br>-scription     |    |
| -cient, -tient,<br>-ciency |    |
| -pose,<br>-position        |    |
| -pute,<br>-putation        |    |
| -ure, -ture                |    |
| -ual, -tual                |    |
| -spect,<br>-spection       |   |
| -quire                     |  |
| -pire                      |  |
| -nsive                     |  |

NOTE: Occasionally a disjoined prefix precedes a joined suffix, as in *circumspect*, *introspect*, in which case the disjoined sign is written above.

|   |  |
|---|--|
| -gency                                  |  |
| -sure, -jury, -jure                     |  |
| -flect, -flection,<br>-flict, -fliction |  |
| -sult                                   |  |
| -nment*                                 |  |

\*The "jog" is omitted in the termination *-nment*.

## 228. KEY TO ANALOGICAL WORD-ENDINGS



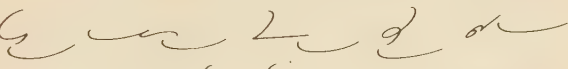
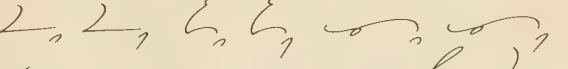







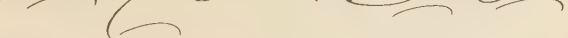
1. subscribe, subscription, describe, description, inscribe, prescription.
2. ancient, patient, impatient, efficient, efficiency, deficient, deficiency.
3. compose, composition, propose, proposition, suppose, supposition, dispose, disposition, oppose, opposition.
4. repute, reputation, dispute, disputation, compute, computation, impute, amputation.
5. secure, picture, feature, nature, creature, departure.
6. actual, mutual, equal, eventual, continual.
7. inspect, inspection, prospect, prospective, expectation, circumspect, introspection.
8. require, inquire, acquire, requirement, acquires.
9. expire, inspire, conspire, transpire, perspire, aspire.
10. expensive, extensive, comprehensive, offensive, intensive, defensive.
11. agency, emergency, exigency, urgency, contingency.
12. assure, leisure, pressure, measure, treasure, injure.
13. reflect, reflection, inflict, infliction, conflict, confliction.
14. insult, result, consult, consultation.
15. assignment, refinement, consignment, adjournment.



## UNIT 32

## ANALOGICAL WORD-ENDINGS—DISJOINED

230. In most of the disjoined word-endings the vowel preceding the ending is understood, as in *art(i)cle*, *barn(a)cle*, *dom(e)stic*, *cal(a)mity*, *extr(e)mity*, *auth(o)rity*, *sec(u)rity*:

|                           |   |
|---------------------------|---|
| -ical, -icle,<br>-acle    |    |
| -tic, -tical,<br>-tically |    |
| -lity                     |    |
| -ulate,<br>-ulation       |    |
| -bility                   |    |
| -city                     |    |
| -logy,<br>-logical        |    |
| -rity                     |   |
| -fication                 |  |
| -ograph-y                 |  |
| -e-graph-y                |  |
| -gram,<br>-grim           |  |

|                  |                               |
|------------------|-------------------------------|
| -ward,*<br>-hood | <i>V V V H e / b / p d //</i> |
| -ship            | <i>l, r, n, v, d, f, b,</i>   |
| -mental          | <i>V — — — — — R —</i>        |
| -mity,<br>-nity  | <i>e / d / e / v</i>          |
| -stic            | <i>( r or r v e, d //</i>     |

\*In the words *forward*, *afterward*, *upward*, *backward* the suffix is joined; in other words, it is disjoined.

### 231. KEY TO ANALOGICAL WORD-ENDINGS

1. article, practical, physical, musical, medical, technical.
2. politic, political, politically, critic, critical, critically.
3. personality, locality, formality, facility, utility.
4. formulate, formulation, speculate, speculation, regulate, regulation.
5. possibility, ability, sensibility, nobility, reliability, adaptability, visibility.
6. capacity, simplicity, ferocity, tenacity, scarcity, sagacity, electricity.
7. psychology, apology, analogy, physiology, theology, zoölogy, genealogy, mineralogy.
8. authority, majority, prosperity, security, sincerity, popularity, minority.
9. classification, specification, modification, notification, qualification, justification.
10. phonograph, photography, geography, lithography, stenography, typography, typographic.



11. telegraph, telegraphy, telegrapher, telegraphic, calligraphy.
12. telegram, cablegram, radiogram, pilgrim, program.
13. forward, afterward, upward, backward, reward, boyhood, neighborhood, childhood.
14. friendship, kinship, worship, courtship, hardship, township, partnership.
15. fundamental, ornamental, supplemental, experimental, temperamental.
16. calamity, extremity, serenity, divinity.
17. domestic, artistic, drastic, elastic, fantastic.

## 232. READING AND DICTATION PRACTICE



























b e z a b l e s o n y  
 e o n g b f r o b b  
 , y j z o d f h o  
 b b o z o z o z o  
 f . z b i . o n z i  
 d f - e o o l z h e e  
 i x y o o n y i f h e  
 ( o i i z o l r o . f r

[illegible]

## UNIT 33

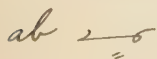
## INITIALS

233. As there is no context to initials, accuracy in writing them is of prime importance:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| A |  | H |  | O |  | V |  |
| B |  | I |  | P |  | W |  |
| C |  | J |  | Q |  | X |  |
| D |  | K |  | R |  | Y |  |
| E |  | L |  | S |  | Z |  |
| F |  | M |  | T |  |   |   |
| G |  | N |  | U |  |   |   |

234. Many writers prefer to write initials in long-hand, and if this is done, a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith



C. D. Brown





















E. F. Jones



## INTERSECTION

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them that will be brief and yet absolutely distinctive. Very often the writing of one character through another will meet the exigency. The following are useful examples:

|             |   |                               |   |
|-------------|---|-------------------------------|---|
| A. D.       |    | Associated Press              |    |
| A. M.       |    | Democratic party              |    |
| P. M.       |    | Republican party              |    |
| C. O. D.    |    | political party               |    |
| price list  |   | Baltimore & Ohio<br>(B. & O.) |   |
| list price  |  | New York Central              |  |
| vice versa  |  | Michigan Central              |  |
| bank draft  |  | Illinois Central              |  |
| order blank |  | endowment policy              |  |

Grand Trunk



indemnity policy



selling price



Canadian Pacific



market price



Northern Pacific



Union Pacific



application blank



School Board



bond and mortgage



member banks

chairman of the  
board

curb market

Federal Reserve  
Board

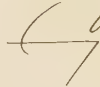
stock market



Board of Managers



Great Britain

Board of Manage-  
ment

enclosed blank



commercial paper



General Manager



account current

Assistant General  
Manager

chattel mortgage



bills payable

certificate of  
deposit

bills receivable



commercial draft



profit and loss



Board of Education



Board of Trade



Chamber of Commerce





## 237. WRITING PRACTICE

1. It transpired that he did not aspire to the office himself but was conspiring to overthrow the incumbent.

2. Intensive study of the actual conditions of the conflict ought to make it possible to prevent the recurrence of this emergency.

3. Without a considerable body of experimental data it is impossible to formulate physiological rules with reliability.

4. In the extremity, the sublimity and nobility of his character were revealed with inspiring clarity.

5. The floods were a national calamity in which thousands were injured, to say nothing of the financial losses inflicted on all the people in that territory.

6. It will probably require the services of many stenographers to answer all the inquiries about the branches of this extensive business, and I myself shall take care of those of great urgency.

7. One of the finest things a teacher can do is to inspire the student to make proper use of his leisure time, to give some time to reflection and thought.

8. Nobility of thought, adaptability of ideas, and generosity of nature—these are the fundamental requisites for those who would have the real rewards of life.

9. His phraseology seems to call for an apology on his part; the other members of the partnership were not backward in sending him a notification to that effect.





































10. He employed all his great ability in writing an interesting article on the politics of this locality. As he wrote with authority, and had every justification for what he said, his article had a certain degree of popularity with the majority.

# CHAPTER XII

## UNIT 34

### STATES AND TERRITORIES

238. The abbreviations used in the following list are those adopted by the Post Office Department:

|        |   |        |   |         |  |
|--------|---|--------|---|---------|--|
| Ala.   |    | Hawaii |    | Minn.   |     |
| Alaska |    | Idaho  |    | Miss.   |     |
| Ariz.  |    | Ill.   |    | Mo.     |     |
| Ark.   |    | Ind.   |    | Mont.   |    |
| Calif. |    | Iowa   |    | Nebr.   |     |
| Colo.  |    | Kans.  |    | Nev.    |     |
| Conn.  |    | Ky.    |    | N. H.   |     |
| Del.   |   | La.    |  | N. J.   |   |
| D. C.  |  | Maine  |  | N. Mex. |   |
| Fla.   |  | Md.    |  | N. Y.   |   |
| Ga.    |  | Mass.  |  | N. C.   |   |
| Guam   |  | Mich.  |  | N. Dak. |  |



|       |           |         |           |        |           |
|-------|-----------|---------|-----------|--------|-----------|
| Ohio  | <i>v</i>  | R. I.   | <i>o</i>  | Vt.    | <i>1</i>  |
| Okla. | <i>no</i> | S. C.   | <i>re</i> | Va.    | <i>2</i>  |
| Oreg. | <i>ce</i> | S. Dak. | <i>so</i> | Wash.  | <i>3</i>  |
| Pa.   | <i>6</i>  | Tenn.   | <i>f</i>  | W. Va. | <i>3</i>  |
| P. I. | <i>60</i> | Tex.    | <i>u</i>  | Wis.   | <i>2</i>  |
| P. R. | <i>4</i>  | Utah    | <i>so</i> | Wyo.   | <i>2.</i> |

## PRINCIPAL CITIES OF THE UNITED STATES

239. The following names of cities are arranged in the order of their population:

|              |           |               |          |
|--------------|-----------|---------------|----------|
| New York     | <i>n</i>  | Boston        | <i>1</i> |
| Chicago      | <i>ch</i> | Pittsburgh    | <i>6</i> |
| Philadelphia | <i>20</i> | San Francisco | <i>3</i> |
| Los Angeles  | <i>yo</i> | Buffalo       | <i>3</i> |
| Detroit      | <i>o</i>  | Washington    | <i>3</i> |
| Cleveland    | <i>ny</i> | Milwaukee     | <i>e</i> |
| St. Louis    | <i>ns</i> | Newark        | <i>u</i> |
| Baltimore    | <i>6</i>  | Minneapolis   | <i>f</i> |

New Orleans



Atlanta



Cincinnati



Akron



Kansas City



Birmingham



Seattle



Omaha



Indianapolis



Dallas



St. Paul



San Antonio



Portland



Syracuse



Louisville



Worcester



Jersey City



Richmond



Rochester



Memphis



Toledo



New Haven



Columbus



Dayton

Denver



Norfolk



Providence



Youngstown



Houston



Hartford



Oakland



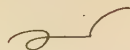
Ft. Worth



Tulsa



Camden



Grand Rapids



Fall River



Oklahoma City



Wilmington



Bridgeport



Cambridge



Miami



Yonkers



Long Beach



Albany



Des Moines



San Diego



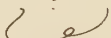
Springfield



New Bedford



Flint



Lowell



Paterson



Reading



Scranton



Duluth



Erie



Elizabeth



Jacksonville



Canton



Nashville



El Paso



Trenton



Spokane



Salt Lake City



Tacoma









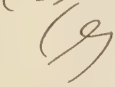













## 240. READING AND DICTATION PRACTICE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.  
 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.  
 21. 22. 23. 24. 25. 26. 27. 28. 29. 30.  
 31. 32. 33. 34. 35. 36. 37. 38. 39. 40.  
 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.  
 51. 52. 53. 54. 55. 56. 57. 58. 59. 60.  
 61. 62. 63. 64. 65. 66. 67. 68. 69. 70.  
 71. 72. 73. 74. 75. 76. 77. 78. 79. 80.  
 81. 82. 83. 84. 85. 86. 87. 88. 89. 90.  
 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

## UNIT 35

## NAME TERMINATIONS




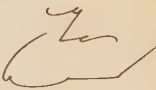




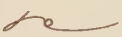





241. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; *ford*, by *fd*; *ington*, by a disjoined *tn*; and *ingham*, by a disjoined *m*:

|            |   |            |   |
|------------|---|------------|---|
| Harrisburg |    | Davenport  |    |
| Petersburg |    | Newport    |    |
| Fitchburg  |    | Shreveport |    |
| Newburgh   |    | Oxford     |    |
| Danville   |    | Rockford   |    |
| Zanesville |    | Milford    |    |
| Evansville |    | Kensington |    |
| Knoxville  |   | Arlington  |    |
| Pittsfield |   | Birmingham |   |
| Plainfield |  | Nottingham |  |

NOTE: A distinction between *ton* and *town* is made as follows:











|  |   |   |   |
|--|---|---|---|
| Johnston   | Johnstown   | Charleston  | Charlestown   |
|  |  |  |  |

242. The names of cities and states often may be joined:

|                    |   |                       |   |
|--------------------|---|-----------------------|---|
| Buffalo,<br>N. Y.  |  | St. Louis,<br>Mo.     |  |
| St. Paul,<br>Minn. |  | Rochester,<br>N. Y.   |  |
| Boston,<br>Mass.   |  | Baltimore,<br>Md.     |  |
| Detroit,<br>Mich.  |  | Memphis,<br>Tenn.     |  |
| Chicago,<br>Ill.   |  | Louisville,<br>Ky.    |  |
| Denver,<br>Colo.   |  | Minneapolis,<br>Minn. |  |
| Omaha,<br>Nebr.    |  | Washington,<br>D. C.  |  |

### “STATE OF” JOINED

243. When the words “State of” precede the name of a state, omit *of* and join the words, if convenient:

|                |   |                |   |
|----------------|---|----------------|---|
| State of N. Y. |   | State of Mass. |   |
| State of Nebr. |  | State of Pa.   |  |
| State of Ill.  |  | State of La.   |  |
| State of N. J. |  | State of Ga.   |  |
| State of Miss. |  | State of Minn. |  |

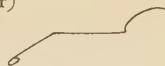
## 244. CANADIAN PROVINCES AND CITIES

(Including Newfoundland and Labrador)

Prince Edward  
Island

oo

Edmonton



Nova Scotia

z

Hamilton



New Brunswick

t

London



Quebec

z

Montreal



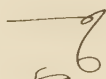
Ontario

t

Ottawa



Manitoba



Peterboro



Saskatchewan

s

Regina



Alberta



St. John



British Columbia



Saskatoon



Yukon



Toronto



N. W. Territories



Vancouver



Labrador



Victoria



Newfoundland

t

Windsor



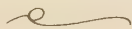
Brantford



Winnipeg



Calgary



Saint John's



## 245. READING AND DICTATION PRACTICE























U i o n e m b o  
 e s t . q u o d p r o p t e r  
 n , n o n p o t e s t  
 p . l . o . b . o . r = o -  
 e r e u = . . b o y  
 e o r . i . e . e .  
 p b i e n d e r e  
 e l . b o r . e .  
 e r e - l . e b -  
 e b e r e r o r y  
 i . e 45<sup>98</sup> . i . o p o t  
 p h o n o p e r  
 b e r e x a b b e  
 i b e r e r o r  
 o b i b i



































































## UNIT 36




























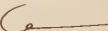




## A SHORT VOCABULARY

































246. This short vocabulary will be a valuable addition to the equipment of every shorthand writer. Though many of these words are not of high frequency, it will be seen at a glance that they are of sufficient importance to warrant study. Many of them are written according to the abbreviating principle:

|   |                |   |               |   |
|---|----------------|---|---------------|---|
| A | abstract       |    | assist        |    |
|   | accommodation  |    | Atlantic      |    |
|   | accompany      |    | attach        |    |
|   | administration |    | attorney      |    |
|   | affidavit      |    | attract       |    |
|   | afraid         |    | authoritative |    |
|   | American       |   | automobile    |   |
|   | application    |  | avoid         |  |
|   | approval       |  | B             |   |
|   | architect      |  | bankrupt      |  |
|   | argument       |  | bookkeeper    |  |
|   |                |   | bureau        |  |

|   |                            |   |              |   |
|---|----------------------------|---|--------------|---|
| C | Christmas                  |    | corporation  |    |
|   | citizen                    |    | coupon       |    |
|   | civil                      |    | crop         |    |
|   | clerk                      |    | cultivate    |    |
|   | commerce                   |    | curious      |    |
|   | commercial                 |    | D            |   |
|   | compare                    |    | deceive      |    |
|   | comparative                |    | default      |    |
|   | consequent,<br>consequence |    | defendant    |    |
|   | conclude                   |    | democrat     |    |
|   | conclusion                 |    | designate    |    |
|   | congress                   |  | disagreement |    |
|   | connect                    |  | disappoint   |   |
|   | conspicuous                |  | discuss      |  |
|   | constitution               |  | distinct     |  |
|   | conversation               |  | distinguish  |  |
|   |                            |   | disturb      |  |

|   |           |   |   |                              |   |
|---|-----------|---|---|------------------------------|---|
|   | doctrine  |    | H | headquarters                 |    |
| E | emphasize |    |   | husband                      |    |
|   | energy    |    | I | inasmuch                     |    |
|   | English   |    |   | inaugurate                   |    |
|   | entitle   |    |   | independent,<br>independence |    |
|   | estate    |    |   | indispensable                |   |
|   | exchange  |    |   | institute                    |    |
|   | execute   |    |   | investigate                  |    |
|   | exercise  |    | J | junior                       |    |
| F | familiar  |    |   | jury                         |    |
|   | fault     |    | L | legislate                    |    |
|   | fortune   |   |   | legislation                  |   |
|   | freight   |  |   | legislative                  |  |
|   | fulfill   |  |   | legislator                   |  |
| G | glorious  |  |   | legislature                  |  |
|   | God       |  |   | likewise                     |  |

|               |   |                       |   |
|---------------|---|-----------------------|---|
| literary      |    | obstruct              |    |
| literature    |    | obvious               |    |
| litigation    |    | occupy,<br>occupation |    |
| locate        |    | P Pacific             |    |
| luxury        |    | parcel                |    |
| M manufacture |    | partial               |    |
| merchant      |    | passenger             |    |
| messenger     |    | patron                |    |
| misdemeanor   |    | pattern               |    |
| mortgage      |    | persecute             |    |
| N neglect     |    | plaintiff             |    |
| negligence    |  | practical             |  |
| negligent     |  | practice              |  |
| negotiate     |  | premium               |  |
| novelty       |  | probability           |  |
| O observe     |  | property              |  |

|                              |   |               |   |
|------------------------------|---|---------------|---|
| prosecute                    |    | society       |    |
| publication                  |    | subsequent    |    |
| punctual                     |    | substitute    |    |
| pupil                        |    | succeed       |    |
| push                         |    | sympathy      |    |
| Q qualify                    |    | T testimonial |    |
| R remainder                  |    | testimony     |    |
| resignation                  |    | text          |    |
| S salesman                   |    | U unavoidable |    |
| scarce                       |    | universal     |    |
| secretary                    |    | V variety     |    |
| signature                    |   | verdict       |   |
| significant,<br>significance |  | vote          |  |
| silence                      |  | W warehouse   |  |
| specify                      |  | wholesale     |  |
| specific                     |  | wife          |  |



## 248. WRITING PRACTICE

1. Of the 61 aircraft-production establishments reporting to the U.S. Department of Commerce in 1927, 15 were located in New York; 9 each in California and Michigan; 4 each in Illinois, Missouri, and Ohio; 3 each in New Jersey and Pennsylvania; 2 in Maryland and 1 each in Colorado, Connecticut, Iowa, Kansas, Nebraska, Virginia, Washington, and Wisconsin.

2. There were 4,134 civilian-owned aircraft, including balloons, airplanes, and airships. California led with more than 600; New York second with 387; Illinois, 350; Michigan, 291; Texas, 261; Ohio, 231; Missouri, 216; and Pennsylvania, 212.

3. Air mail is rapidly securing the business that always goes to the fastest method of transportation. Illustrative of the difference in transportation time between train and air-mail planes is the following schedule: New York to San Francisco, train 83 hours, air mail 31 hours; Chicago to New York, train 20 hours, air mail 9 hours; St. Paul to Dallas, train 37 hours, air mail 17 hours; Boston to Cleveland, train 16 hours, air mail 8 hours; Los Angeles to St. Louis, train 60 hours, air mail 26 hours.

4. The average rise and fall of tide at the important American seaports is as follows: Baltimore, 1 foot, 2 inches; Boston, 9 feet, 7 inches; Galveston, 1 foot;

New Orleans, none; New York, 4 feet, 5 inches; Philadelphia, 5 feet, 2 inches; San Francisco, 3 feet, 11 inches; and Washington, D. C., 2 feet, 11 inches.

5. The English lady was obliged to abandon her plan to celebrate Christmas on this side of the Atlantic with her son, who was a Junior at college.

6. It is obvious that failure to observe the terms of the mortgage constitutes a default in the agreement.

7. The well-nigh universal and wholesale use of the automobile has added greatly to the comfort and luxury of living.

8. The merchant notified his salesmen that all the goods stored in the warehouse were to be put on sale.

9. Three classes of employees were affected by the notice—secretaries, bookkeepers, and general clerks.

10. In consequence of the disagreement between the plaintiff and his attorney, the jury heard no testimony that day.

11. It was a distinct disappointment to the distinguished literary light not to be included on the program.

12. The messenger made a frantic effort to locate the parcel containing the testimonials regarding the texts.



## INDEX\*

## A

|                                      | A        | Per. | Unit |
|--------------------------------------|----------|------|------|
| Abbreviating principle.....          | 23       | 2    |      |
| illustration of.....                 | 192      | 25   |      |
| not employed.....                    | 192      | 25   |      |
| outline based on longhand            |          |      |      |
| abbreviation.....                    | 195      | 25   |      |
| outline written through,             |          |      |      |
| accented syllable.....               | 196      | 25   |      |
| consonant following ac-              |          |      |      |
| cented syllable.....                 | 198      | 26   |      |
| short words.....                     | 193      | 25   |      |
| Affix ( <i>see</i> Suffix)           |          |      |      |
| After, <i>af</i> as prefix.....      | 42       | 4    |      |
| Alphabet, facing page 1 ( <i>see</i> |          |      |      |
| <i>also</i> Consonants; Vowels)      |          |      |      |
| initials.....                        | 233, 234 | 33   |      |
| Alter-, root form same though        |          |      |      |
| pronunciation changes.....           | 183      | 23   |      |
| Angles ( <i>see</i> Circles)         |          |      |      |

1

|  |     |    |
|--|-----|----|
| <i>Barrels</i> , expressed by <i>br.</i> . . . . . | 204 | 27 |
| <i>Billion</i> , expressed by <i>b.</i> . . . . .  | 204 | 27 |
| Blends ( <i>see also</i> Curves, combinations),    |     |    |
| <i>def, tive</i> . . . . .                         | 140 | 17 |
| in phrases ( <i>see</i> Phrasing)                  |     |    |
| <i>jent, pent.</i> . . . . .                       | 140 | 17 |
| length of <i>nt, mt</i> , governed                 |     |    |
| by <i>n</i> or <i>m.</i> . . . . .                 | 134 | 16 |
| <i>ld.</i> . . . . .                               | 136 | 16 |
| <i>men, mem.</i> . . . . .                         | 27  | 3  |
| <i>mt, md.</i> . . . . .                           | 133 | 16 |
| - <i>nment</i> . . . . .                           | 227 | 31 |
| not used because of inserting vowel . . . . .      | 155 | 19 |
| <i>nt, nd.</i> . . . . .                           | 133 | 16 |
| <i>ses.</i> . . . . .                              | 52  | 5  |
| modified . . . . .                                 | 52  | 5  |

|   | Par. | Unit |
|---|------|------|
| Blends ( <i>Continued</i> ),                          |      |      |
| -rain expressed by <i>ten</i> . . . . .               | 155  | 19   |
| <i>red, ded, det</i> . . . . .                        | 26   | 3    |
| <i>ten, den</i> . . . . .                             | 153  | 19   |
| <i>ten</i> used in preference to <i>ent</i> . . . . . | 156  | 19   |
| <i>tem, dem</i> . . . . .                             | 153  | 19   |
| <i>tern, dern</i> . . . . .                           | 166  | 20   |
| <i>xes</i> . . . . .                                  | 57   | 6    |
|   | 2    | 1    |
|   | 23   | 2    |
|   | 29   | 3    |
|   | 34   | 4    |
|   | 41   | 4    |
|   | 53   | 5    |
|   | 60   | 6    |
|   | 69   | 7    |
|   | 75   | 8    |
| Brief forms . . . . .                                 | 88   | 9    |
|   | 95   | 10   |
|   | 102  | 11   |
|   | 109  | 12   |
|   | 115  | 13   |
|   | 122  | 14   |
|   | 130  | 15   |
|   | 138  | 16   |
|   | 143  | 17   |
|   | 150  | 18   |
| adding <i>er, or</i> . . . . .                        | 76   | 8    |
| as prefixes . . . . .                                 | 42   | 4    |
|   | 61   | 6    |
| chart of ( <i>see front lining</i><br>pages)          |      |      |
| derivative drill . . . . .                            | 186  | 23   |
| past tense . . . . .                                  | 59   | 6    |
| plurals ( <i>see S</i> )                              |      |      |
| <i>Bushels</i> , expressed by <i>bsh</i> . . . . .    | 204  | 27   |
|   | 24   | 2    |
| Business abbreviations . . . . .                      | 44   | 4    |
|   | 142  | 17   |

\*Index of Brief Forms follows the general index.

For prefixes, suffixes, and words used in phrases see under "Prefixes," "Suffixes," and "Phrasing."

| C  |             | Par.     | Unit | Contractions,   | Par.        | Unit     |
|--|-------------|----------|------|---|-------------|----------|
| Canadian provinces and cities.....                     | 244         | 35       |      | <i>don't</i> .....  | 159         | 19       |
| Capitalization.....                                    | 5           | 1        |      | <i>n't</i> .....  | 149         | 18       |
| <i>Cents</i> , expressed by <i>s</i> .....             | 206         | 27       |      | - <i>ct</i> and derivatives, <i>t</i> omitted.....                    | 211         | 28       |
| Circles ( <i>see also</i> Reversing principle; Vowels) |             |          |      | Curves ( <i>see also</i> Blends)                                      |             |          |
| at beginning or end,                                   |             |          |      | circles joined to ( <i>see</i> Circles)                               |             |          |
| of single curve.....                                   | 11          | 1        |      | combinations,   |             |          |
| of single straight stroke.....                         | 12          | 1        |      | <i>br</i> and <i>bl</i> .....   | 38          | 4        |
| between opposite curves....                            | 18          | 2        |      | <i>fr</i> and <i>fl</i> .....   | 39          | 4        |
| between straight strokes in same direction.....        | 17          | 2        |      | <i>gr</i> and <i>gl</i> .....   | 20          | 2        |
| outside angles.....                                    | 14          | 2        |      | <i>kr</i> and <i>kl</i> .....   | 19          | 2        |
| <i>s</i> joined to ( <i>see S</i> )                    |             |          |      | <i>pr</i> and <i>pl</i> .....   | 37          | 4        |
| similar curves joined without angle.....               | 15          | 2        |      | <i>rk</i> and <i>lk</i> .....   | 21          | 2        |
| straight strokes and curves joined without angle..     | 15          | 2        |      | <i>s</i> joined to ( <i>see S</i> )                                   |             |          |
| Cities,  |             |          |      | <i>Cwt.</i> , expressed by <i>nw</i> .....                            | 204         | 27       |
| and states phrased.....                                | 242         | 35       |      |   |             |          |
| Canadian.....  | 244         | 35       |      | D   |             |          |
| terminations.....                                      | 241         | 35       |      | <i>D</i> ( <i>see</i> Insertion, consonants; Omission, consonants)    |             |          |
| United States.....                                     | 239         | 34       |      | Days of week.....   | 137         | 16       |
| Complimentary closings....                             | { 24 44 142 | { 2 4 17 |      | Dear Sir, etc.....  | { 24 44 142 | { 2 4 17 |
| Compound prefixes ( <i>see</i> Prefixes)               |             |          |      | Derivatives ( <i>see also</i> Past tense; Prefixes; Suffixes)         |             |          |
| Compound suffixes ( <i>see</i> Suffixes)               |             |          |      | <i>alter-</i> , root form same though pronunciation changes.....      | 183         | 23       |
| Compound words.....                                    | { 54 201    | { 5 27   |      | brief forms,  |             |          |
| irregular.....   | 203         | 27       |      | adding <i>er, or</i> .....  | 76          | 8        |
| Consonants,  |             |          |      | drill.....  | 186         | 23       |
| combinations.....                                      | 36          | 4        |      | past tense.....   | 59          | 6        |
| ( <i>see also</i> Blends; Curves)                      |             |          |      | compounds,  |             |          |
| <i>k, g, r, l, n, m, t, d, h, th</i> ....              | 2           | 1        |      | <i>after</i> expressed by <i>af</i> in..                              | 42          | 4        |
| <i>ng, nk</i> .....                                    | 105         | 12       |      | <i>any, be, ever-y, here, there, where, -soever, some, with</i> ..... | 201         | 27       |
| omission of ( <i>see</i> Omission)                     |             |          |      | <i>every</i> expressed by <i>ev</i> in..                              | 42          | 4        |
| <i>p, b, f, v, ch, j, sh, s</i> .....                  | 34          | 4        |      | irregular.....  | 203         | 27       |
| <i>x</i> and <i>xes</i> .....                          | 57          | 6        |      | - <i>ct</i> .....   | 211         | 28       |
| <i>z</i> , distinguished from <i>s</i> .....           | 47          | 5        |      | initial vowel not required in compound prefixes.....                  | 129         | 15       |



|   | Par. | Unit |   | Par.   | Unit |
|---|------|------|---|--------|------|
| <b>M</b>  |      |      | <b>Omission (Continued)</b>                                       |        |      |
| Million, expressed by <i>m</i> . . . . .                    | 204  | 27   | vowels (continued)  |        |      |
| Money (see Figures)   |      |      | baggage distinguished from  |        |      |
| Months . . . . .  | 137  | 16   | package . . . . .   | 170    | 21   |
| <i>moun</i> . . . . .                                       | 125  | 15   | circle, from diphthong <i>u</i> . . . . .                         | 121    | 14   |
| <b>N</b>  |      |      | ē, ī before <i>nt</i> , <i>mt</i> blends . . . . .                | 134    | 16   |
| Negative forms, words be-                                   |      |      | in phrasing (see Phrasing)  |        |      |
| ginning with <i>un-</i> , <i>in-</i> , <i>im-</i> . . . . . | 107  | 12   | in - <i>tion</i> , etc. . . . .                                   | 199    | 26   |
| <i>ng</i> , <i>nk</i> . . . . .                             | 105  | 12   | indicated by jog between  |        |      |
| - <i>nment</i> . . . . .                                    | 227  | 31   | horizontal straight   |        |      |
| Numerals (see Figures)                                      |      |      | strokes . . . . .   | 125    | 15   |
| <b>O</b>  |      |      | initial, in compound  |        |      |
| O-Hook (see Hooks)  |      |      | prefixes . . . . .  | 129    | 15   |
| O'clock, expressed by <i>o</i> . . . . .                    | 204  | 27   | minor of two consecu-   |        |      |
| Omission,   |      |      | tive . . . . .  | 121    | 14   |
| consonants (see also Inser-                                 |      |      | obscure or neutral . . . . .                                      | 16     | 2    |
| tion, consonants)   |      |      | - <i>sume</i> . . . . .   | 126    | 15   |
| <i>d</i> ,  |      |      | - <i>tain</i> . . . . .   | 155    | 19   |
| immediately preceding                                       |      |      | ū and <i>ow</i> before <i>n</i> and <i>m</i> . . . . .            | 124    | 15   |
| <i>m</i> or <i>v</i> . . . . .                              | 180  | 23   | ū before straight down-   |        |      |
| when slightly enunciated . . . . .                          | 178  | 23   | strokes . . . . .   | 124    | 15   |
| in phrasing (see Phras-                                     |      |      | words (see Phrasing)  |        |      |
| ing)  |      |      | OO-Hook (see Hooks)   |        |      |
| <i>r</i> (see also Reversing                                |      |      | - <i>or</i> , expressed by reversed                               |        |      |
| principle)  |      |      | circle . . . . .  | { 72 8 |      |
| in <i>ar</i> , <i>er</i> , <i>or</i> , <i>ir</i> . . . . .  | 165  | 20   |   | { 76 8 |      |
| <i>t</i> ,  |      |      | <b>P</b>  |        |      |
| after <i>k</i> , <i>p</i> , <i>den</i> . . . . .            | 175  | 22   | Past tense . . . . .  | { 59 6 |      |
| after <i>s</i> . . . . .                                    | 174  | 22   | - <i>ct</i> . . . . .   | 182 23 |      |
| - <i>ct</i> , and derivatives . . . . .                     | 211  | 28   | <i>ld</i> . . . . .   | 211 28 |      |
| - <i>tern</i> , - <i>tern</i> expressed by                  |      |      | Per cent, expressed by <i>s</i> . . . . .                         | 136 16 |      |
| <i>ten</i> . . . . .  | 166  | 20   | Per cent per annum, expressed                                     | 206 27 |      |
| - <i>ther</i> expressed by <i>th</i> . . . . .              | 168  | 20   | by <i>sn</i> . . . . .  | 206 27 |      |
| <i>worth</i> expressed by <i>ūth</i> . . . . .              | 167  | 20   | Phrasing . . . . .  | 4 1    |      |
| - <i>worthy</i> expressed <i>thī</i> . . . . .              | 167  | 20   | able, after <i>be</i> or <i>been</i> , ex-                        |        |      |
| vowels (see also Insertion,                                 |      |      | pressed by <i>a</i> . . . . .                                     | 86 9   |      |
| Vowels)   |      |      | admire, advise, advice, ad-                                       |        |      |
| <i>a</i> in <i>admire</i> , <i>advise</i> ,                 |      |      | vance . . . . .   | 181 23 |      |
| <i>advice</i> , <i>advance</i> . . . . .                    | 181  | 23   | <i>as</i> , when repeated, ex-                                    |        |      |
| <i>avoid</i> , <i>assist</i> , <i>energy</i> . . . . .      | 246  | 36   | pressed by <i>s</i> . . . . .                                     | 85 9   |      |
|   |      |      | <i>been</i> after <i>have</i> , <i>has</i> , <i>had</i> . . . . . | 43 4   |      |

|                                       | Par. | Unit |   | Par. | Unit |
|---------------------------------------|------|------|---|------|------|
| Phrasing (Continued)                  |      |      | Phrasing (Continued)                    |      |      |
| blended phrases.....                  | 157  | 19   | word modification, <i>ago</i> ,         |      |      |
| do not following pronoun.....         | 158  | 19   | early, few, him, hope,                  |      |      |
| don't distinguished                   |      |      | sorry, want, sure, pos-                 |      |      |
| from.....                             | 159  | 19   | sible.....                              | 171  | 21   |
| done expressed by <i>den</i> .....    | 220  | 30   | Plurals (see <i>S</i> )                 |      |      |
| not following <i>was, is</i> .....    | 149  | 18   | Pounds, expressed by <i>p</i> .....     | 204  | 27   |
| contraction <i>n't</i> .....          | 149  | 18   | Prefixes,                               |      |      |
| chart of (see back lining             |      |      | after expressed by <i>af</i> .....      | 42   | 4    |
| pages)                                |      |      | <i>agr-, ant-, decl-, incl-, magn-,</i> |      |      |
| cities and states.....                | 242  | 35   | <i>Mc-, multi-, over-, para-,</i>       |      |      |
| complimentary closings {              | 24   | 2    | <i>post-, recl-, self-, circu-,</i>     |      |      |
| and salutations.....                  | 44   | 4    | <i>circum-, grand-, short-,</i>         |      |      |
|                                       | 142  | 17   | <i>ship-, super-, susp-,</i>            |      |      |
| department expressed by <i>d</i>      |      |      | <i>suscep-, trans-, under-</i>          | 214  | 29   |
| disjoined.....                        | 223  | 30   | <i>be, de-, re-, dis-, mis-</i>         | 145  | 18   |
| general principles.....               | 30   | 3    | <i>de</i> before <i>k, g</i> .....      | 146  | 18   |
| had following a pronoun.....          | 148  | 18   | <i>re</i> before a downward             |      |      |
| in figures.....                       | 204  | 27   | character.....                          | 147  | 18   |
|                                       | 205  | 27   | brief forms as.....                     | 42   | 4    |
| intersection.....                     | 235  | 33   |   | 61   | 6    |
| long phrases, acquiring fa-           |      |      | <i>con-, com-, coun-, cog- ex-</i>      |      |      |
| cility in writing.....                | 189  | 24   | pressed by <i>k</i> .....               | 80   | 9    |
| <i>misunderstand, misunder-</i>       |      |      | <i>comm, conn</i> .....                 | 81   | 9    |
| <i>stood</i> .....                    | 218  | 30   | <i>con, com</i> followed by             |      |      |
| <i>not,</i>                           |      |      | vowel or by <i>r</i> or <i>l</i> .....  | 81   | 9    |
| do not following pronoun.....         | 158  | 19   | derivatives,                            |      |      |
| don't distinguished                   |      |      | compound disjoined.....                 | 212  | 28   |
| from.....                             | 159  | 19   |   | 216  | 29   |
| following <i>was, is</i> .....        | 149  | 18   | initial vowel not re-                   |      |      |
| contraction <i>n't</i> .....          | 149  | 18   | quired.....                             | 129  | 15   |
| omission, unimportant                 |      |      | compound joined.....                    | 129  | 15   |
| words.....                            | 189  | 24   | initial vowel not re-                   |      |      |
| prefixal phrases.....                 | 219  | 30   | quired.....                             | 129  | 15   |
| special phrase forms.....             | 224  | 30   | <i>en-, in-, un-, em-, im-, ex-</i>     | 106  | 12   |
| state of, joined.....                 | 243  | 35   | <i>for-, fore-, fur-</i> .....          | 170  | 21   |
| than expressed by <i>n</i> .....      | 221  | 30   | angle before <i>r</i> or <i>l</i> ..... | 170  | 21   |
| they, sometimes expressed             |      |      | disjoined before vowel.....             | 170  | 21   |
| by <i>th</i> .....                    | 23   | 2    | negative forms of words be-             |      |      |
| to expressed by <i>t</i> , before     | 32   | 3    | ginning with <i>un-, in-,</i>           |      |      |
| downstroke.....                       | 62   | 6    | <i>im-</i> .....                        | 107  | 12   |
|                                       | 84   | 9    | <i>over-</i> , also brief form.....     | 41   | 4    |
| before <i>o, r, l</i> .....           | 84   | 9    | <i>per, pro, pur</i> .....              | 127  | 15   |
| <i>understand, understood</i> .....   | 218  | 30   | <i>o</i> inserted before upward         |      |      |
| <i>us</i> expressed by <i>s</i> ..... | 222  | 30   | character or <i>k</i> .....             | 128  | 15   |

|  | Par. | Unit |   | Par. | Unit |
|--|------|------|---|------|------|
| <b>Prefixes (Continued)</b>                      |      |      |   |      |      |
| <i>tr</i> group— <i>centr-, contr-, constr-,</i> |      |      | <b>Reversing principle (Continued)</b>    |      |      |
| <i>detr-, distr-, electr-, extr-,</i>            |      |      | <i>-ly</i> after final reversed circle.   | 82   | 9    |
| <i>intr-, intel-, instr-, retr-,</i>             |      |      | <i>s,</i>                                 |      |      |
| <i>restr- . . . . .</i>                          | 209  | 28   | added to final reversed                   |      |      |
| <i>ul-, al-, sub- . . . . .</i>                  | 183  | 23   | circle . . . . .                          | 74   | 8    |
| <i>alter, root form same</i>                     |      |      | in <i>ser, sar- . . . . .</i>             | 164  | 20   |
| <i>though pronunciation</i>                      |      |      | <i>th</i> in <i>ther, thir- . . . . .</i> | 164  | 20   |
| <i>changes . . . . .</i>                         | 183  | 23   | <b>Right motion (see Writing motion)</b>  |      |      |
| <i>sub-,</i>                                     |      |      | <b>S</b>                                  |      |      |
| disjoined before circle.                         | 185  | 23   | <i>S- . . . . .</i>                       | { 34 | 4    |
| followed by <i>r, l, ch, j</i>                   |      |      |   | { 46 | 5    |
| or a hook . . . . .                              | 184  | 23   | added to final reversed circle            | 74   | 8    |
| <i>under-, also brief form . . . . .</i>         | 53   | 5    | <i>-city . . . . .</i>                    | 230  | 32   |
| used as words . . . . .                          | 219  | 30   | combination <i>us- . . . . .</i>          | 93   | 10   |
| Provinces, Canadian . . . . .                    | 244  | 35   | distinguished from <i>z- . . . . .</i>    | 47   | 5    |
| Punctuation . . . . .                            | 5    | 1    | in phrases (see Phrasing)                 |      |      |
| <b>R</b>   |      |      | <i>-ings, disjoined . . . . .</i>         | 106  | 12   |
| <i>R,</i>  |      |      | initial, followed by con-                 |      |      |
| omission (see Omission,                          |      |      | sonant . . . . .                          | 48   | 5    |
| consonants)                                      |      |      | joinings,                                 |      |      |
| reversing principle (see Re-                     |      |      | between strokes, before                   |      |      |
| versing principle)                               |      |      | or after circles . . . . .                | 51   | 5    |
| Reading and dictation prac-                      |      |      | between strokes, with-                    |      |      |
| tice (see final page of                          |      |      | out a circle . . . . .                    | 51   | 5    |
| each unit)                                       |      |      | initial and final,                        |      |      |
| Reversing principle,                             |      |      | before and after <i>p, b,</i>             |      |      |
| adding <i>er, or</i> to brief form               |      |      | <i>r, l;</i> after <i>t, d, n, m,</i>     |      |      |
| after straight stroke . . . . .                  | 76   | 8    | <i>o;</i> all other cases . . . . .       | 49   | 5    |
| before and after straight                        |      |      | intervening circle does                   |      |      |
| strokes . . . . .                                | 71   | 8    | not change motion                         | 49   | 5    |
| between downward char-                           |      |      | modified for <i>x- . . . . .</i>          | 57   | 6    |
| acter and forward                                |      |      | plurals,                                  |      |      |
| straight stroke . . . . .                        | 161  | 20   | added to final reversed                   |      |      |
| between horizontal and up-                       |      |      | circle . . . . .                          | 74   | 8    |
| ward stroke . . . . .                            | 163  | 20   | brief forms . . . . .                     | 55   | 5    |
| between straight strokes in                      |      |      | ending in circle . . . . .                | 83   | 9    |
| same direction . . . . .                         | 71   | 8    | ending in <i>s- . . . . .</i>             | 55   | 5    |
| circle for vowel sound in <i>ur- . . . . .</i>   | 72   | 8    | final loop . . . . .                      | 83   | 9    |
| circle placed above next                         |      |      | reversed before straight line             |      |      |
| stroke following <i>p, b- . . . . .</i>          | 161  | 20   | in <i>ser, sar- . . . . .</i>             | 164  | 20   |
|  |      |      | <i>self-, circu-, circum- . . . . .</i>   | 214  | 29   |
|  |      |      | <i>-self</i> joined . . . . .             | 170  | 21   |

[illegible]

Par. Unit

Par. Unit

Vowels (*Continued*)

diphthongs,

|                           |          |
|---------------------------|----------|
| <i>i</i> ,                |          |
| and final <i>ly</i> ..... | 116 13   |
| expressed* by large       |          |
| circle.....               | { 114 13 |
|                           | { 121 14 |

with any following

|                           |        |
|---------------------------|--------|
| vowel.....                | 119 14 |
| <i>ū, ow, oi, ī</i> ..... | 112 13 |
| <i>e</i> group.....       | 7 1    |
| <i>ēa</i> .....           | 120 14 |
| <i>īa</i> .....           | 120 14 |

insertion of (*see* Insertion  
of)

|              |     |
|--------------|-----|
| marking..... | 8 1 |
|--------------|-----|

|  |      |
|--|------|
| <i>O</i> group ( <i>see also</i> Hooks)... | 65 7 |
|--|------|

omission of (*see* Omission)

|   |       |
|---|-------|
| <i>ŌŌ</i> group ( <i>see also</i> Hooks). | 91 10 |
|---|-------|

*w*,

|  |        |
|--|--------|
| <i>a</i> before <i>w</i> or <i>h</i> ..... | 100 11 |
| expressed by <i>ōō</i> hook....            | 97 11  |
| <i>sw</i> and <i>a</i> circle.....         | 99 11  |
| <i>wh, h</i> sounded first in....          | 98 11  |
| within words. ....                         | 99 11  |

Vowels (*Continued*)*y*,

|                             |        |
|-----------------------------|--------|
| small circle.....           | 104 12 |
| <i>ya</i> , large loop..... | 104 12 |
| <i>ye</i> , small loop..... | 104 12 |

## W

*W* (*see* Vowels)Weights and measures (*see*  
Figures)Wordsigns (*see* Brief forms)

|                     |        |
|---------------------|--------|
|                     | { 9 1  |
|                     | { 10 1 |
| Writing motion..... | { 34 4 |
|                     | { 46 5 |

Writing practice (*see* final  
page of each chapter)

## Y

*Y* (*see* Vowels)

|                               |          |
|-------------------------------|----------|
|                               | { 24 2   |
| <i>Yours truly</i> , etc..... | { 44 4   |
|                               | { 142 17 |



# INDEX TO BRIEF FORMS

(Numbers refer to units)

## A

a, an, 1  
about, 4  
above, 8  
accept, acceptance, 11  
accord, 15  
acknowledge, 16  
acquaint, acquaintance, 18  
across, 14  
address, 14  
advantage, 14  
advertise, 18  
after, 4  
again, 5  
against, 5  
agent, 17  
agree, 9  
all, 3  
allow, 16  
already, 9  
also, 6  
altogether, 17  
always, 5  
am, more, 1  
among, 12  
an, a, 1  
and, end, 2  
another, 6  
answer, 12  
any, 3  
appear, 17  
appoint, point, 13  
approximate, 17  
are, our, hour, 1  
arrange, arrangement, 14  
ask, 9  
at, it, 1  
attention, 16  
aware, where, 3

## B

bad, bed, 15  
be, by, but, 2  
beauty, 17  
because, cause, 5  
become, book, 8  
bed, bad, 15  
been, bound, 4  
before, 4

beg, big, 6  
behind, 13  
belief, believe, 7  
between, 6  
big, beg, 6  
bill, built, 12  
body, 11  
book, become, 8  
bound, been, 4  
bring, 11  
built, bill, 12  
business, 5  
but, be, by, 2  
by, but, be, 2

## C

call, 7  
can, 1  
capital, 8  
car, correct, 12  
care, 10  
carry, 10  
catalogue, 18  
cause, because, 5  
change, which, 4  
character, 12  
charge, 10  
children, 8  
clear, 10  
collect, 8  
come, 3  
committee, 9  
communicate, communi-  
cation, 12  
company, keep, 8  
complain-t, complete, 9  
complete, complain-t, 9  
confidence, confident, 15  
consider, consideration, 14  
copy, 16  
correct, car, 12  
correspond, correspond-  
ence, 15  
could, 3  
country, 3  
course, 7  
cover, 15  
credit, 17

## D

date, did, 3  
deal, dear, 8  
dear, deal, 8  
definite, 17  
deliver, delivery, 17  
desire, 2  
determine, 18  
did, date, 3  
differ, difference, different,  
17  
difficult, difficulty, 18  
direct, 15  
dollar, 14  
Dr., during, 7  
draft, 16  
during, Dr., 7  
duty, 11

## E

educate, education, 18  
effect, 12  
effort, 12  
either, 8  
else, list, 12  
employ, 9  
enable, 16  
enclose, 14  
end, and, 2  
enough, 10  
entire, 16  
envelope, nevertheless, 18  
especial, expect, 10  
ever, 4  
every, 4  
excel, excellent, excellence,  
15  
except, 15  
expect, especial, 10  
experience, 12  
explain, 11  
express, 9

## F

fall, follow, 11  
far, favor, 5  
favor, far, 5  
find, 13

first, 5  
 floor, flour, 9  
 flour, floor, 9  
 follow, fall, 11  
 for, 4  
 force, 10  
 form, from, 4  
 friend, friendly, 12  
 from, form, 4  
 full, 10  
 further, 11  
 future, 9

## G

gave, 6  
 general, 7  
 gentlemen, 17  
 girl, glad, 7  
 give, given, 6  
 glad, girl, 7  
 go, good, 1  
 gone, 11  
 good, go, 1  
 got, 6  
 govern, government, 10  
 great, 2

## H

have, 4  
 he, 1  
 his, is, 2  
 hour, our, are, 1  
 house, whose, 11  
 how, out, 13  
 hundred, 18

## I

I, 1  
 immediate, immediately, 9  
 importance, important, 8  
 improve, improvement, 18  
 in, not, 1  
 inclose, 14  
 individual, 16  
 industry, 16  
 influence, 17  
 inquire, 13  
 inspect, newspaper, 18  
 instance, instant, 17  
 insure, insurance, 18  
 into, 3  
 invoice, 16  
 is, his, 2  
 it, at, 1

## K

keep, company, 8  
 kind, 13  
 knowledge, 9

## L

let, letter, 6  
 letter, let, 6  
 light, 13  
 list, else, 12  
 like, 3  
 little, 3  
 long, 12  
 look, 10  
 love, 8

## M

mail, 14  
 market, Mr., 2  
 matter, 5  
 merchandise, 18  
 mile, 13  
 mistake, mistaken, 17  
 more, am, 1  
 morning, 6  
 most, 4  
 move, 17  
 Mr., market, 2  
 much, 4  
 must, 5  
 my, 3

## N

name, 6  
 nature, 11  
 necessary, 8  
 never, 4  
 nevertheless, envelope, 18  
 newspaper, inspect, 18  
 next, 6  
 night, 13  
 not, in, 1  
 nothing, 6  
 number, 10

## O

object, 14  
 oblige, 16  
 occasion, 18  
 of, 2

office, 9  
 official, 9  
 one, won, 4  
 opinion, 8  
 opportunity, 14  
 order, 7  
 organize, organization, 15  
 other, 3  
 our, are, hour, 1  
 out, how, 13  
 over, 4

## P

part, 5  
 particular, 11  
 people, 4  
 perfect, proof, 15  
 person, personal, 15  
 please, 14  
 pleasure, 18  
 point, appoint, 13  
 position, 10  
 possible, 7  
 power, 13  
 prepare, 8  
 presence, present, 6  
 previous, 18  
 probable, 15  
 problem, 15  
 progress, 14  
 proof, perfect, 15  
 public, publish, 5  
 publish, public, 5  
 purchase, 10  
 purpose, 7  
 put, 4

## Q

quality, 17  
 quantity, 18  
 question, 10

## R

railway, rule, 17  
 rather, 8  
 real, regard, 8  
 receipt, 16  
 receive, 7  
 recent, 12  
 record, 18  
 refer, reference, 16

regard, real, 8  
 regret, regular, 15  
 regular, regret, 15  
 remark, room, 11  
 remember, 10  
 remit, remittance, 16  
 reply, 11  
 report, 11  
 represent, 9  
 require, 13  
 respect, respectful, respectfully, 14  
 response, responsible, 17  
 return, 12  
 right, write, 13  
 room, remark, 11  
 rule, railway, 17

## S

satisfactory, satisfy, 15  
 satisfy, satisfactory, 15  
 says, system, 5  
 school, skill, 10  
 send, 9  
 serious, 15  
 several, 7  
 shall, ship, 4  
 ship, shall, 4  
 should, 4  
 side, 13  
 sir, 2  
 situation, 7  
 skill, school, 10  
 small, 7  
 some, 5  
 soon, 6  
 speak, speech, special, 9  
 special, speech, speak, 9  
 spirit, 17  
 stand, 16  
 state, 7  
 still, 6  
 stock, 16  
 stop, 15  
 strange, 14

strength, strong, 12  
 strong, strength, 12  
 subject, 8  
 success, 15  
 such, 5  
 sufficient, 18  
 suggest, suggestion, 16  
 suppose, 11  
 sure, 10  
 system, says, 5

## T

tell, till, 6  
 than, then, 2  
 thank, 12  
 that, 2  
 the, 1  
 their, there, 1  
 them, 2  
 then, than, 2  
 there, their, 1  
 they, 2  
 thing, think, 5  
 think, thing, 5  
 this, 2  
 thorough-ly, three, 5  
 those, 3  
 thousand, 13  
 three, thorough-ly, 5  
 throughout, 14  
 till, tell, 6  
 time, 3  
 to, too, two, 2  
 together, 8  
 told, 7  
 tomorrow, 17  
 too, to, two, 2  
 trust, 14  
 truth, 3  
 two, too, to, 2

## U

unable, 16  
 under, 5  
 until, 6

upon, 7  
 use, 13  
 usual, wish, 10

## V

value, 9  
 various, 14  
 very, 4

## W

want, 7  
 was, 2  
 weak, week, 9  
 week, weak, 9  
 well, will, 1  
 went, 7  
 were, 3  
 what, 3  
 when, 3  
 where, aware, 3  
 whether, 11  
 which, change, 4  
 while, 13  
 whose, house, 11  
 why, 13  
 will, well, 1  
 wire, 13  
 wish, usual, 10  
 with, 2  
 without, 2  
 woman, 6  
 won, one, 4  
 wonder, 14  
 word, 11  
 work, 5  
 world, 11  
 would, 1  
 write, right, 13

## Y

yes, 12  
 yesterday, 8  
 you, your, 2  
 young, 12  
 your, you, 2










# MOST-USED PHRASES

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| r | 9 | 4 | p | 2 | 5 | 2 | 9 | 5 | m |
| 5 | 7 | 2 | o | 6 | m | 1 | 2 | o | 1 |
| r | o | 1 | 2 | r | 6 | o | c | r | i |
| 1 | 9 | 2 | r | o | 2 | r | 6 | m | m |
| 1 | 2 | 2 | 7 | r | 2 | 2 | 2 | 2 | 2 |
| 5 | o | r | 1 | c | 2 | m | o | m | 2 |
| 2 | m | 2 | r | m | 2 | o | 1 | 2 | 2 |
| 1 | r | r | o | o | 2 | o | 2 | o | o |
| 2 | o | a | 7 | 2 | 1 | o | 5 | 1 | 2 |
| o | 2 | 1 | o | r | o | 2 | 1 | 1 | 1 |
| m | o | o | a | 1 | o | 6 | o | o | m |
| o | 1 | r | o | 1 | 6 | m | o | 1 | m |
| 6 | 1 | 2 | 7 | o | o | 2 | 2 | 1 | 2 |



o l f n e d i s i l e  
r o e l n e e f d b n  
d r t n j a r r i z  
o t r n e o f d s t  
d r e e o o j n n h l  
d i i e a j d b h c  
r r n r b e n a m l  
o e c o r a z b b l e  
l n r a r d z b d s a  
c o d b l o n e o b o o  
t r a o o o o b z n  
r n m l a n b l o l  
z e c f d c o a e b l  
m e n r r s s j z o  
o o r n e i l n l e o

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9 - 45